



## **In-Place Executive Committee**

David Zimmerman - Chairman  
James Carius Community Room  
Wednesday, March 27, 2024

### I. Roll Call

### II. New Business

- E-24-38      A.    Recommend to approve We Care application for Section 5311 grant for FY25
- E-24-39      B.    Recommend to approve We Care application for DOAP for FY25
- E-24-40      C.    Recommend to approve Resolution in support of Tazewell County Agriculture

### III. Appointments and Reappointments

- E-24-33      A.    Appointment of Jon Hopkins to the Mackinaw Valley Water Authority
- E-24-34      B.    Appointment of Jon Hopkins to the Persons with Developmental Disabilities Board
- E-24-35      C.    Reappointment of Timothy Gillespie to the Sheriff's Merit Commission
- E-24-36      D.    Reappointment of Greg Sinn to the Farmland Assessment Review Committee

Members:    Chairman David Zimmerman, Vice Chairman Michael Harris,  
              Bill Atkins, Nick Graff, Jay Hall, Kim Joesting, Greg Longfellow,  
              Greg Menold, Dave Mingus, Nancy Proehl,  
              Tammy Rich-Stimson, Max Schneider

**COMMITTEE REPORT**

Mr. Chairman and Members of the Tazewell County Board:

Your Executive Committees have considered the following RESOLUTION and recommends that it be adopted by the Board:

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**RESOLUTION**

WHEREAS, the County's Executive Committee recommends the adoption of the attached Resolution authorizing application for Public Transportation Financial Assistance under Section 5311 of the Federal Transit Act of 1991, as amended (49 U.S.C. § 5311).

WEREAS, the provision of public transit service is essential to the transportation of persons in the non-urbanized area; and

THEREFORE BE IT RESOLVED that the County Board approve this recommendation.

BE IT FURTHER RESOLVED that the County Clerk notifies the County Board Office, TCRC, Inc. DBA We Care, the Treasurer and the Auditor of this action.

PASSED THIS 27<sup>th</sup> DAY OF MARCH, 2024.

ATTEST:

\_\_\_\_\_  
Tazewell County Clerk

\_\_\_\_\_  
Tazewell County Board Chairman



A. PCOM Comments

B. PCOM Certification

I hereby certify that I have reviewed this application including all attachments, all information and all signatures, and found it to be complete and accurate and ready for submittal to IDOT for approval. (In the case of multiple PCOM's, all PCOM's must sign and date; select the "Add" button to insert space for the second and subsequent PCOM signatures).

PCOM Signature

Date

*Dawn Cook*

3/12/24

PCOM Name - Typed

Dawn Cook

**A. Mode of Service**

**Operator(s)**

List all operators and mode here (include all that apply for each operator; select "Add Row" if multiple operators):

Operator Name	Mode of Service (select all that apply)			
	Fixed Route	Demand Response	Route Deviation	Commuter Bus
TCRC, Inc., DBA We Care	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[See Mode Definitions](#) | [Hide Mode Definitions](#)

**B. Service Mode Certification**

- There has been no change to the service mode or service area since the prior grant application.
- There has been a change to the service mode or service area since the last application. IDOT was notified of the change at least 90 days prior to the change occurring and notification documentation is attached.
- There has been a change to the service mode or the service area since the last application. IDOT was notified however, the notification was less than 90 days prior to the change occurring and notification documentation is attached.
- There has been a change to the service mode or service area since the last application. IDOT has not been notified of the change.

I certify the service mode and service area information listed above is accurate and any information provided previously to IDOT represents the operator's current mode and service area.

Signature & Date

 3/18/24

Name

J. David Zimmerman

Title

Tazewell County Board Chairman



## Grantee Information and Service Operators



### A. Grantee Contact Person/PCOM

The PCOM is appointed by the grantee (applicant) and concurred on by the Department. This person will act as the Department's primary contact for the grant and will review grant documents and pay requests for accuracy before they are sent to the Department. This person is knowledgeable about public transportation programs, this grant and the grantee's (applicant's) oversight responsibilities. Please list the **Grantee's contact person/PCOM** responsible for project and financial oversight:

Name		Title	
Dawn Cook		PCOM, Director Tazewell County EMA	
Address		City	State    Zip Code
21304 State Route 9		Tremont	IL    61568
Phone	Fax	E-mail	
(309) 925-2271	(309) 925-3631	dcook@tazewell-il.gov	

Please identify by name and title in the space below the chief officers of record of applicant's governing board, such as Chairman, President, Secretary, Treasurer or comparably designated officers (select "Add Row" to insert as many rows as necessary):

Official's Name	Official's Title
J. David Zimmerman	Chairman
Mindy Darcy	Finance Director
Hannah Clark	Treasurer

The organizational status of the applicant is:

- Municipality
- County
- Nonprofit Corporation
- Mass Transit District
- Other (explain): \_\_\_\_\_

### B. Identification of Operators

Please identify the agency or agencies that will be directly providing and operating the service proposed in this application and the Target Service Groups to be served. If the applicant will be the operator of the service, so indicate. If more than one transit operator will be involved in the provision of the proposed services, indicate which **portion of the service** and/or **which portion of the service area** each operator will handle.

Notes: Operator is the name of the entity providing service; Target Service Group(s) is the specific target group (60+ disabled, general public, etc.)

Operator Name	Target Service Group				Service Area
	General Public	60+	Disabled	Low Income	
TCRC, Inc., DBA We Care	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rural Tazewell County
TCRC, Inc., DBA We Care	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rural Tazewell County
TCRC, Inc., DBA We Care	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rural Tazewell County
TCRC, Inc., DBA We Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Rural Tazewell County

**C. Service Coordination Methods**

If you identify more than one service provider in Section A, then the applicant should describe, in detail, how service delivery will be coordinated among operators. Applicants should be prepared to address such issues as coordination of reservation capability, coordination of service delivery, elimination of duplication of service provision among providers, and methods that a project is marketed to the general public as a "system," rather than service provided by individual providers.  
*In the space below, describe coordination methods used to insure that general public transportation as well as target group transportation is provided (this text box will expand upon exit to accommodate text input).*

There are no other transportation services operating in Rural Tazewell County at this time.

**D. Coordination With Other Human Service Agencies and Programs**

In this section, provide a general narrative of coordination activity by the project with other entities that receive Federal assistance that may also provide passenger transportation.  
*In the space below, type service coordination efforts with other entities here (this text box will expand upon exit to accommodate text input).*

Quarterly meetings with social service agencies and Central Agency on Aging.

**E. Operating Entity Certification**

For each proposed operator(s) please provide a fully completed and executed copy of the following along with a copy of all purchase of service agreements (this document should be completed and signed by the operator, if different from the grantee/applicant):

*If the applicant has more than one operator, list the official and name below (select "Add Row" to insert additional rows). One certification form is provided in this section; if additional forms are needed, select "Create Additional Operator Certification" to the right (the forms will be added after the first Certification).*

Create Additional Operator Certification

Delete Additional Operator Certification

Operating Entity Certification


<input type="checkbox"/> Municipality	<input type="checkbox"/> University
<input type="checkbox"/> County	<input type="checkbox"/> Individual
<input checked="" type="checkbox"/> Nonprofit Corporation	<input type="checkbox"/> Partnership
<input type="checkbox"/> Mass Transit District	<input type="checkbox"/> Private for-Profit
<input type="checkbox"/> Other (explain): _____	

The operator's address:

Address	City	State	Zip Code
33 S. 4th St.	Pekin	IL	61554
Phone	E-mail		
(309) 347-7148	jamied@tcrorg		

The operator's Federal Employer's Identification Number (FEIN):

FEIN
37-6016936

Officer or Official Signature	Date
	3/19/24
Title	
Executive Director	

**F. Operator Contact Person**

Please list the **Operator's contact person(s)** responsible for project and financial management (*you may list up to five (5)*):

Operator		Primary Contact Name	
TCRC, Inc., DBA We Care		Jamie Durdel	
Email		Title	Phone
jamied@tcrorg.com		Executive Director	(309) 347-7148
Operator		Primary Contact Name	
TCRC, Inc., DBA We Care		Amy Svymbersky	
Email		Title	Phone
amy@tcrorg.com		Vice President of Finance	(309) 347-7148
Operator		Primary Contact Name	
TCRC, Inc., DBA We Care		Greg Cassidy	
Email		Title	Phone
greg@tcrorg.com		Chief Operating Officer	(309) 347-7148
Operator		Primary Contact Name	
TCRC, Inc., DBA We Care		Molly Anderson	
Email		Title	Phone
molly@tcrorg.com		VP of Transportation	(309) 347-7148
Operator		Primary Contact Name	
TCRC, Inc., DBA We Care		Darren Howlett	
Email		Title	Phone
darren@tcrorg.com		Director of Transportation	(309) 347-7148
Add Contact	Remove Contact		

**G. Relationship Between Grantee and Operator**

There are two circumstances when a grantee can enter into a lower tier relationship with a third party to deliver Section 5311 services. First, a grantee follows either state or Federal procedures outlined in FTA Circular 4220.1F to competitively secure the services of a contractor (using micro purchase, small purchase, Invitation for Bid (IFB), or Request For Proposal procedures (RFP) to deliver all or some components of Section 5311 service. Second, a state may elect to grant Section 5311 funds to a lower tier subrecipient through a primary subrecipient, a practice expressly permitted pursuant to FTA Circular 9040.1G, Chapter V, paragraph 4. FTA uses the example of a state that might pass funds to a nonprofit organization through a local public body. FTA notes that this type of arrangement is not a third party contract. OMB, in 2 CFR part 200.74, define these entities as pass-through agreements.

In the section below, identify the procurement method used for the selection of operator(s) (check only one for each operator):

If the applicant has more than one operator, complete this question for each operator (*select the "Add Operator" button to insert additional checkboxes*).

Operator No.

- Not Applicable/Grantee is the Operator
- Pass-Through Operator\*
- Formal Request for Proposals (RFP)
- Formal Invitation for Bids (IFB)
- Sole Source (Requires IDOT Concurrence)
- Other

Describe "Other" (200 words or less)



**H. Operator and Managerial Capacity**

If the grantee is not the operator, please describe the methods employed by the applicant to ensure that the selected operator(s) has the requisite fiscal, managerial and technical capability to provide and or manage the proposed service as required by state and federal regulations and funding agreements.

Describe fiscal, managerial and technical capacity (200 words or less)

We Care has operated the rural transportation services in Tazewell County since 1985. Tazewell County requires an annual audited financial report prepared by an outside auditor of the provider's total agency. Also, documentation from a lending institution establishing a line of credit is required. Proof of insurance with at least \$1,000,000 liability coverage is furnished by the operator.

**I. Contractor Service Monitoring Methodology**

If the grantee is not the operator, please describe the methods employed by the applicant to ensure that the selected operator(s) has the requisite fiscal, managerial and technical capability to provide and or manage the proposed service as required by state and federal regulations and funding agreements.

Describe fiscal, managerial and technical capacity (200 words or less)

An elected member of the Tazewell County Board is named liaison with the provider. The liaison attends quarterly meetings with representatives of the provider. These meetings are held at the transportation facility. The County has appointed a Program Compliance Oversight Monitor (PCOM) to conduct regular financial and operating oversight meetings. The PCOM reviews all requests for payment before they are submitted to IDOT. The PCOM does a physical review of the vehicles annually. IDOT sends copies of audits, letters and reviews to the County, therefore keeping the County informed as to the compliance of the provider.

**Public Transit Employee Protections**

**A. Special Warranty**

When federal funds are used to acquire, improve, or operate a mass transit system (public transportation), federal law requires arrangements to protect the interests of mass transit employees (see 49 U.S.C. § 5333(b), formerly Section 13(c) of the Urban Mass Transportation Act). Section 5333(b) specifies that these protective arrangements must provide for the preservation of rights and benefits of employees under existing collective bargaining agreements, the continuation of collective bargaining rights, the protection of individual employees against a worsening of their positions in relation to their employment, assurances of employment to employees of acquired transit systems, priority of reemployment, and paid training or retraining programs (49 U.S.C. § 5333(b)(2)).

The Department of Labor (DOL) must certify that protective arrangements are in place and meet the above requirements for all grants of assistance under of the Federal Transit Law before the Department of Transportation's Federal Transit Administration (FTA) can release funds. The FTA includes the terms and conditions of the certification and protective arrangements in its contract of assistance with the grant recipient. There is no basis for a waiver or exemption from the requirements of section 5333(b).

Before undertaking a project, the applicant for Section 5311 funding (or a legally responsible entity designated by the state) must agree in writing to the Special Warranty. IDOT is responsible for assuring that each grantee has a currently valid signed Special Warranty and for certifying this to DOL for each grant.

**B. Labor Organizations in the Service Area**

The Special Warranty also requires that IDOT "provide to DOL and maintain at all times an accurate, up-to-date listing of all existing transportation providers which are eligible recipients of transportation assistance funded by the project, in the transportation service area of the project, and any labor organization representing the employees of such providers."

List existing providers and labor unions below

Union Name	Local Number	Transit Organization
none		

## Local Planning Efforts

### A. Public Notice, Public Meeting, and Planning Efforts to Support This Application

Describe what role local planning activities/initiatives played in the development of the proposed Section 5311 project.

Section 5323(a) (1) of the Federal Mass Transit Act of 1964, as amended requires "that the program provides for the participation of private companies engages in public transportation to the maximum extent feasible..."

**Attach a copy of the Public Notice and certification thereof as Attachment VI.**

**Attach the minutes of the Public Meeting as Attachment VII.**

Also, provide a list below that describes in general the plans and other planning tools used and how they were utilized in the development of this project (example: county comprehensive plans, ridership surveys, technical studies, etc.).

### B. Transit System Planning Efforts, Last Five Years

Describe your planning efforts over the past 5 years and how the public has participated in those efforts.

To encourage local input and to decrease non-passenger miles (deadhead), satellite locations have been in place in Tazewell County for over 20 years. The Community locations have included Armington, Delavan, Green Valley and Minier, IL. Vehicles are based in the town/village in rural Tazewell County that indicates ridership response is higher than in another part of the County. Efforts are made for local focus groups to provide input into the transportation needs of the individuals living in the service area. Contact information is distributed to riders and ridership satisfaction surveys are completed periodically. County and provider officials attend local HSTP meetings and encourage public input.

### C. Ridership and Service Demand Surveys (required annually)

Indicate the Date of the Last Demand Survey

Describe what surveys of potential riders were conducted in an effort to determine the general travel needs of the service area population. How many people were surveyed? How have the findings of the surveys been used in developing the routing and scheduling of the proposed transit program? Please summarize

Demand surveys were completed in FY '01 and FY '10. Approximately 400 surveys were issued. The survey included Woodford and Tazewell Counties. Communities that had a low ridership were targeted in FY '03 with random names of individuals who appear to have not used the system were selected for the survey. As a result of low ridership and lack of expressed interest, evening hours were eliminated and expansion to weekend hours is not planned. The few evening riders were notified in advance of the change. The general public would be notified by removal of the hours of operation from literature and replaced with the phrase "To find out more about service or to arrange a ride, call...". Notification would also be made at the monthly transportation meetings. Scheduled monthly transportation meetings are posted in the County's monthly scheduled notices. Due to a lack of interest in the FY '10 survey, expansion to weekend and evening hours continues to not be anticipated at this time. Quality/demand surveys were distributed in FY '06, FY '10, FY '11 and FY '15. A telephone quality/demand survey has been conducted annually since FY '12 with 169 surveys in FY '20. Surveys were sent out in April, 2024.

# **AGREEMENT FOR THE PURCHASE OF SERVICES BETWEEN THE COUNTY OF TAZEWELL AND TCRC, INC. DBA WE CARE**

THIS AGREEMENT is made and entered into this 1<sup>st</sup> day of April 2024, by and between the County of Tazewell, referred to in this Agreement as “Grantee” and TCRC, Inc. DBA We Care, Morton Illinois, referred to in this Agreement as “Provider”.

WHEREAS, the Grantee has applied for Public Transportation Assistance under Section 5311 of the Federal Transit Act of 1964, as amended (49 U.S. C. § 5311); and

WHEREAS, the Grantee’s application has been approved by the Illinois Department of Transportation, Division of Public Transportation; and

WHEREAS, the Provider agrees to adhere to the provisions of the Illinois Department of Transportation and Federal Transit Administration Assistance Programs Certifications and Assurances for Grantees included in the annual application; and

NOW, THEREFORE, in consideration of the promises and agreements set forth in this Agreement, Grantee and Provider HEREBY AGREE as follows:

## **ARTICLE 1. BACKGROUND**

### **Section 1.1. *County of Tazewell.***

The County of Tazewell supports the access to, and the availability of transportation in the rural areas of Tazewell County through grant funding allocated by the Illinois Department of Transportation under Section 5311 of the Federal Transit Act of 1964, as amended (49 U.S.C. § 5311), and Downstate Public Transportation Operating Assistance (State Program “DOAP”) Grant Agreements. The County of Tazewell contracts with TCRC, Inc. DBA We Care to provide such transportation services throughout the County.

### **Section 1.2. *TCRC, Inc. DBA We Care, Morton Illinois.***

The objective of TCRC, Inc. DBA We Care is to provide services that help individuals maintain independence and to improve the quality of life for those in need. TCRC, Inc. DBA We Care is engaged in the business of transporting passengers by motor van vehicles intrastate, is duly qualified and currently authorized and licensed to lawfully transport passengers. TCRC, Inc. DBA We Care exists as a non-profit governed by a board of directors.

### **Section 1.3. *Authority to Contract.***

Each party acknowledges and represents that it has the legal power, right, and authority to enter into this Agreement and to perform the duties and obligations stated within.

**Section 1.4. Determination to Purchase Services.**

The Grantee desires to procure from the Provider Transportation Services and Other Services as described in this agreement and the Provider desires to provide such Services.

**Section 1.5. Agreement Negotiated.**

The Grantee and Provider have negotiated the terms and conditions of this Agreement, and the Grantee's Board has found and determined that it is in the best interest of the public and Grantee to execute this Agreement for the provision of Transportation Services and other Services from Provider.

**ARTICLE 2. SCOPE AND DESCRIPTION OF SERVICES**

**Section 2.1. Transportation Services.**

Throughout the Agreement Term, Provider, acting as an independent contractor for the benefit of Grantee and not as an agent for Grantee, agrees to provide safe, efficient, and economical transportation to the citizens of Tazewell County along with paratransit for service for elderly and disabled passengers during the schedule of times at which such service is to be provided. As an integral part of providing such service, Provider and its representatives shall at all times:

- A. Comply with all state and Federal Laws including, without limitation, 49 C.F.R. Parts 27, and 37;
- B. Comply with all of the other provisions of this Agreement;
- C. Provide transportation services to the citizens of Tazewell County;
- D. Provide transportation services to the citizens of Tazewell County, Monday through Friday from 6:00 a.m. to 5:00 p.m. with the exception of natural disasters, unsafe weather conditions or an unforeseen reduction of available vehicles; as well as mutually agreed upon holidays:

New Year's Day	MLK Day	President's Day	Good Friday
Memorial Day	Juneteenth	Independence Day	Labor Day
Thanksgiving Day	Day after Thanksgiving	Christmas Eve	Christmas Day

- E. Set all routes, pick-up schedules, provide services to the entirety of Tazewell County;
- F. Take all steps necessary to ensure the safety and reasonable comfort and convenience of the public utilizing such transportation services including keeping all vehicles in a clean and safe condition;
- G. Conduct such services, and its business and operations as they relate to such services, in a safe, sound, economical, and efficient manner;
- H. Ensure all funding is utilized fairly and without discrimination;

- I. Provide data that includes public complaints, number of trips, mileage, fuel usage, and fiscal information;
- J. Maintain all vehicles, fixing any defects in a prompt manner;
- K. Pay all maintenance vehicle costs;
- L. Maintain all licenses, titles and insurance for vehicles;
- M. Purchase all fuel for the operation of vehicles;
- N. Provide driver training and maintain driver records;
- O. Prepare the 5311 and DOAP grant applications;
- P. Provide financial reports related to grant fund use; and
- Q. Establish a TCRC, Inc. DBA We Care Board that oversees operations.

Grantee and or its representatives shall at all times:

- A. Act as a pass through for 5311 and DOAP funds;
- B. Appoint a PCOM to oversee compliance;
- C. Attend TCRC, Inc. DBA We Care meetings;
- D. Assist in the Preparation of the 5311 and DOAP grant applications;
- E. Oversee the TCRC, Inc. DBA We Care operations and expenditure funds;
- F. Verify that TCRC, Inc. DBA We Care is in compliance with all state and Federal laws;
- G. Verify vehicles are maintained and insured; and
- H. Verify all drivers are insured and drug tested.

**Section 2.2. *Other Services.***

Throughout the Agreement Term, Provider shall provide all ancillary and supporting services necessary or appropriate to providing the Transportation Services and to complying with the requirements of this Agreement, including, without limitation, the following services:

- A. Provider shall maintain all garages, yards, facilities, equipment, materials, and supplies used in providing or supporting, the Transportation Services;
- B. Provider shall provide all professional, supervisory, administrative, skilled, and unskilled personnel necessary or appropriate to provide the Transportation Services and to carry out its other obligations under this Agreement; and
- C. Provider shall comply with the reporting and recordkeeping requirements set forth in Sections 5.1 and 5.2 of this Agreement.

**Section 2.3. *Permitted Variations in transportation Services and Other Services Due to Force Majeure.***

Provider shall not be in default of its obligations to provide Transportation Services and Other Services as herein required to the extent that it is unable to provide such Services as a result of abnormally severe weather or road conditions, strikes or other labor stoppages, and other events and conditions that are beyond the reasonable ability of Provider to control or remedy and that render provision of such Service impossible or not reasonably feasible. In any

such case, Provider shall provide such modified or reduced Services as are practicable under the circumstances and shall use all reasonable efforts to restore full Services in accordance with this Agreement at the earliest possible time.

### **ARTICLE 3. EMPLOYEES**

#### **Section 3.1. *Compliance with Federal, State, and Local Laws.***

Provider agrees that, with respect to persons employed by it to provide Transportation Services and Other Services, it will comply with all applicable federal, state, and local labor laws including, but not limited to, any and all laws relating to minimum wages to be paid to its employees, limitations upon the employment of minors, minimum fair wage standards for minors, the payment of wages due employees, and all applicable regulations established to protect the health and safety of employees, passengers, and the public at large. Provider also agrees to provide the employee protection required under Section 13(c) of the Federal Transit Act, as amended, 49 U.S.C. Section 5333(b) for persons employed by it to provide Transportation Service and Other Services.

#### **Section 3.2. *Employment of Personnel.***

Except as otherwise provided in this Agreement, Provider shall be responsible for all recruitment, screening, testing, selection, training, scheduling, supervision, discipline, termination, and all other functions related to personnel required to perform Provider's obligations under this Agreement.

Provider shall employ only such persons as are competent and qualified to provide Transportation Services and Other Services in accordance with the requirements of this Agreement. All employees shall meet all applicable qualifications established by federal, state, and local laws and regulations. Drivers shall display proper courtesy toward passengers and maintain a neat and clean appearance. The Provider shall comply with all federal requirements relating to drug and alcohol testing including, but not limited to, those imposed under 49 C.F.R. Parts 40, 653, and 654.

### **ARTICLE 4. NONDISCRIMINATION, EQUAL EMPLOYMENT, AND BUSINESS OPPORTUNITY**

#### **Section 4.1. *Compliance with Federal, State, and Local Laws.***

Provider shall comply with all applicable federal, state, and local laws anti-discrimination and equal employment and business opportunity laws and regulations, including but not limited to, the Age Discrimination in Employment Act, as amended, 29 U.S.C. Section 621 et seq; the Federal Transit Act, 49 U.S.C. Section 5332(b); Titles VI and VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. Section 2000d, 2000e et seq; the Civil Rights Act of 1866 and 1871,

42 U.S.C. Section 1981 and 1983; the Americans with Disabilities Act of 1990, 42 U.S.C. Section 12101 et seq; and the Rehabilitation Act of 1973, as amended, 29 U.S.C. Section 794.

**Section 4.2. *Equal Employment Opportunity.***

Provider shall comply with all the affirmative action, equal employment opportunity, and minority business enterprise requirements in Exhibit A.

**Section 4.3. *Failure to Comply.***

In the event Provider's noncompliance with any provisions of Exhibit A or with any federal, state, or local antidiscrimination or equal employment or business opportunity law, including but not limited to those identified in Section 4.1 hereof, results in Provider being declared not responsible and therefore ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, this Agreement may be canceled or voided by Grantee in whole or in part, and such other sanctions, penalties, or remedies as may be provided by contract, law, or regulation may be imposed or invoked.

**EXHIBIT A---AFFIRMATIVE ACTION, EQUAL EMPLOYMENT OPPORTUNITY, AND BUSINESS ENTERPRISE PROGRAM**

Business Enterprise Program (BEP) for businesses owned by minorities, women, veterans, and persons with disabilities. In connection with the performance of this Agreement, Provider shall provide for the maximum utilization of BEP and shall use its best efforts to ensure that BEP shall have maximum practicable opportunity to compete for all subcontract work under this Agreement. Provider agrees to comply with the following United States Department of Transportation requirements and to include such clauses in each subcontract:

- (1) "Policy. It is the policy of the Department of Transportation that BEP as defined in 49 C.F.R Part 23 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds under this Agreement. Consequently, the BEP requirements of 49 C.F.R. Part 23 apply to this Agreement."
- (2) "BEP Obligation. (i) The recipient or its contractor agrees to ensure that BEP as defined in 49 C.F.R. Part 23 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with federal funds provided under this Agreement. In this regard all recipients or contractors shall take all necessary and reasonable steps in accordance with 49 C.F.R. Part 23 to ensure that BEP have the maximum opportunity to compete for and perform contracts. Recipients and their contractors shall not discriminate based on race, color, national origin, or sex in the award and performance of DOT-assisted contracts.

## **ARTICLE 5. REPORTS, RECORDS, AND INSPECTIONS.**

### **Section 5.1. Reports, Forms, and Statements Required.**

The Provider shall furnish the Grantee with all reports relating to Financial Accounting and Reporting, Employee Training and Oversight, Employee Drug and Alcohol Testing, Safety Management, Title VI Programs and Federal Grant Requirements upon request. Forms and statements that may be required by this Agreement or by federal, state, or local laws or regulations or by order of any duly constituted authority.

### **Section 5.2. Records.**

- A. Creation and Maintenance. Provider shall create and maintain full, accurate, and complete records of all Transportation Services and Other Services performed; all time spent; all materials, equipment, and supplies purchased; and all costs incurred in the performance of the Transportation services and Other Services pursuant to this Agreement, including all records required by this Agreement, or any applicable law or regulation.
- B. Disposal or Destruction. Unless Grantee shall consent in writing to the destruction of any such records, and except for records required to be delivered to Grantee at the end of the Agreement Term, Provider shall make said records available for review, inspection, and audit in accordance with Section 5.3 below during the entire Agreement Term and for 3 years thereafter, or such longer period as may be required by law or any applicable grant; provided that prior to the disposal or destruction of any of any such record by Provider following said period, Provider shall give notice to Grantee of any record or records to be disposed of or destroyed and the intended date of disposal or destruction, which shall be at least 90 days after the effective date of such notice. Grantee shall have 90 days after receipt of any such notice to give notice to Provider not to dispose of or destroy said record or records and to require Provider to deliver such record or records to Grantee or its designee, at Grantee's expense, on a confidential basis if appropriate.

### **Section 5.3. Inspection and Audits.**

- A. Right of Grantee. Grantee shall have the right, with or without prior notice to Provider, to review, inspect, and audit all Transportation Services and Other Services performed pursuant to this Agreement, and all information and records related thereto, at all reasonable times during and following the performance of Transportation Services and Other Services.
- B. Performance of Inspections and Audits. The Grantee shall perform such review, inspection and audit and shall have the rights enumerated in section 5.3A above. Any inspection, review or audit shall be performed in a manner that will not unduly delay or interfere with the Provider's performance under this Agreement and Provider shall cooperate with Grantee. The Grantee may perform any such review, inspection, or



audit through an officer, employee, or any designated agent or independent contractor.

- C. **Defined Term.** The phrase “all information and records related thereto” as used in this section shall mean all information and records under the control or supervision of, or reasonably available to, Provider relating to this Agreement or the Transportation Services and Other Services that are reasonably necessary for Grantee to verify or audit Provider’s performance under this Agreement, or the accuracy or appropriateness of any Reimbursable Expenditure or portion thereof, or Provider’s compliance with this Agreement or any portion thereof, including but not limited to all data, samples, records, reports, documents, memoranda, maps, estimates, specifications, notes, studies, tapes, photographs, film, computer programs, or drawings, whether preliminary, draft, final, or other form.

**Section 5.4. Confidential Information.**

- A. **General.** All information supplied by Grantee to contractor for or in connection with this Agreement or the Transportation Services or Other Services shall be held confidential by Provider and shall not, without the prior express written consent of Grantee, be used for any purpose other than performance of Transportation Services or Other Services. Neither Provider nor any subcontractor or supplier of Provider shall own or be entitled to claim a copyright in the Agreement, nor other documents prepared by grantee and by Provider pursuant to this Agreement.

**ARTICLE 6. PAYMENT**

**Section 6.1. Payment for Services.**

In consideration of the Transportation Services and Other Services to be provided by the Provider pursuant to this Agreement, Grantee agrees act as the Pass-Through agent for the Provider for cash flow and daily operating expenses.

**ARTICLE 7. TERM OF AGREEMENT**

**Section 7.1 Term.**

The term of this Agreement shall be one year commencing on the 1<sup>st</sup> day of April 2024.

## **ARTICLE 8. COVENANTS AND REPRESENTATIONS**

### **Section 8.1 *General.***

The Provider is a duly authorized and existing not for profit corporation, in good standing under the laws of the State of Illinois, and has the legal power and authority to provide, engage in, and carry out Transportation Services and Other Services. Provider shall maintain an identity as a not-for-profit corporation and shall make no attempt to cause its existence as a not-for-profit corporation to be abolished during the Agreement Term.

### **Section 8.2 *Authorization.***

Provider has been duly authorized to execute this Agreement by its board, and the execution and delivery of this Agreement by all of the parties' signatories hereto shall constitute a valid and binding obligation of Provider, enforceable in accordance with its terms.

### **Section 8.3. *Approvals Received.***

All such approvals, consents, permits, licenses, certificates, authorizations, or modifications as may be required to permit the performance by Provider of its obligations under this Agreement have been obtained from the appropriate governmental authorities or other persons or entities.

### **Section 8.4. *Compliance with Applicable Laws.***

The Provider shall comply with all federal, state, and local statutes, laws, rules, regulations, and orders applicable to the Transportation Services and Other Services.

### **Section 8.5 *Compliance with Grant Conditions.***

Provider shall comply with all conditions of, and all laws and regulations and all policies, practices, and procedures applicable to, any federal, state, or local grant received by Grantee or Provider at any time with respect to Transportation Services and Other Services under this Agreement.

## **ARTICLE 9. GENERAL**

### **Section 9.1 *Interpretation.***

This Agreement shall be construed without regard to the identity of the party who drafted the various provisions of this Agreement. Moreover, each and every provision of this Agreement shall be construed as though all parties hereto participated equally in drafting thereof. As a result of the foregoing, any rule of construction that a document is to be construed against the drafting party shall not be applicable to this Agreement.

**Section 9.2 Severability.**

The provisions of this Agreement shall be interpreted, when possible, to sustain their legality and enforceability as a whole. If any provision of this Agreement is construed or held to be void, invalid, illegal, or unenforceable in any respect, the remaining part of that provision and the remaining provisions of this Agreement shall not be affected, impaired, or invalidated thereby, but shall remain in full force and affect. The unenforceability of any provision of this Agreement in a specific situation shall not affect the enforceability of that provision in any other situation.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the 1<sup>st</sup> day of April 2024, by their duly authorized representatives:

**PROVIDER'S NAME & ADDRESS**

TCRC, Inc. DBA We Care  
33 S. 4<sup>th</sup> St.  
Pekin, IL 61554

**GRANTEE'S NAME & ADDRESS**

Tazewell County  
11 S. 4<sup>th</sup> St.  
Pekin, IL 61554

Signed: \_\_\_\_\_

Jamie Durdel  
Executive Director

Signed: \_\_\_\_\_

J. David Zimmerman  
Board Chairman

Attest: \_\_\_\_\_

*Mary Anderson*



## Purchase of Service and Subaward Contracts



Each participant purchasing transit services from another provider must complete the information requested in this form.

**Please note the following clarification of the Department's requirements for reporting Purchased Transportation expense: Incidental Purchased Transportation costs deemed an eligible expense shall be reported as a lump sum expense on Line 5100 - Purchased Transportation. The profit or amount in excess of the actual expense reported in those line items should then be reported as "Management Service Fees" on Line 5200.**

If any of the requested information cannot be submitted, please explain why.

**This form must be completed FOR EACH SERVICE CONTRACTOR.**

If the applicant has more than one contractor, list the official and name below (click "+" to add more rows).

### Contractor/Subawardee Identification

Name of Operator	Phone	E-mail	
TCRC, Inc., DBA We Care	(309) 347-7148	jamied@tcrorg.com	
Address	City	State	Zip Code
33 S. 4th St.	Pekin	IL	61554

Total Contract Amount

\$2,027,230.00

Describe the cost basis of the contract amount shown above (per ride, per hour, etc.)

Direct operating expenses such as wages, fringe benefits, fuel, etc.

Describe the service to be provided including an identification of the population to be served, limits on service, etc. (Use additional sheets if necessary)

Transportation for the general public including seniors and persons with disabilities.

Indicate number and type of vehicles used

13 medium duty buses

### Contractor Operators Salaries and Wages/Other Costs

Number of Operators	Average Wage	Total Operator Wages
21	\$19.40	\$847,258.00
Subtotal: Operator Salaries and Wages		\$847,258.00

### Other Salaries and Wages

Job Title	No. Employees - This Position	Total Other Wages
Executive Director/CEO	1	\$36,714.92
Chief Operating Officer	1	\$19,957.23
Director of Transportation	1	\$33,280.00
Operations Director	1	\$33,000.11
VP of Special Grants & Transportation	1	\$38,475.00
VP of Finance	1	\$21,243.87
Accounting Associates	4	\$36,852.57
Dispatchers	3	\$51,053.60
Transportation Bookkeeper	1	\$22,880.00
Mechanics	2	\$44,064.60
Subtotal: Other Salaries and Wages		\$337,521.90

### Other Expenses

Expense Type (List Below)	Estimated Costs
Fringe Benefits	\$461,800.48
Professional & Technology Services	\$28,848.00
Other Services (recruiting, training, repair & maintenance)	\$6,540.00
Materials & Supplies (fuel, tires, automotive supplies)	\$294,871.62
Utilities	\$8,030.00
Auto Insurance	\$29,994.00
Property & Liability Insurance	\$7,159.00
Miscellaneous (public relations, advertising, fees)	\$5,207.00
Subtotal: Other Expenses	\$842,450.10
<b>Total - All Contractor Expenses</b>	<b>\$2,027,230.00</b>

Explain any special arrangement you have with the provider (i.e. maintenance, training, vehicle housing, etc.). Use additional Sheets if necessary.

none

LEGAL NOTICE  
PUBLIC NOTICE  
TAZEWELL COUNTY  
TRANSPORTATION

Notice is hereby given that a public hearing will be held at the We Care Transportation facility located at 111 Detroit Parkway, Morton, IL on Wednesday, March 13, 2024 at 3:15 P.M. for the purpose of discussing a Transportation Operating Grant and a Capital Assistance Grant authorized under Section 5311 of the Federal Transit Act of 1991 and the State of Illinois operating assistance grants under Article of the Downstate Public Transportation Act II (30 ILCS 740/1-1 et seq.), generally described as follows:

The system is currently in operation as Rural Tazewell County Transportation and will provide services for the general public residing in Rural Tazewell County and will provide expanded services for persons 60 years of age or older and persons with disabilities. Vehicles will be equipped with two-way P.M. radios and hydraulic lifts for wheelchairs. The project will not be engaged in charter bus or school bus operation; no families or businesses will be displaced by the project nor will it have significant environmental impact.

At the hearing, Rural Tazewell County Transportation will afford the opportunity for interested persons or agencies to be heard with respect to the project. Written comments must be received prior to March 13, 2024 by mailing to 33 S. 4th St., Pekin, IL 61554.

A copy of the application may be viewed at 111 Detroit Parkway, Morton, IL. between the hours of 8:00 A.M. and 4:00 P.M. Monday through Friday after March 13, 2024.

Q4

**MINUTES OF PUBLIC HEARING**

DATE: March 13, 2024

LOCATION: 111 Detroit Parkway, Morton, Illinois 61550

RE: Section 5311 and DOAP Application for program participation: Tazewell County

The hearing was opened at 3:15 P.M.

As there were no further comments or questions, the hearing closed at 3:30 P.M.

Those in attendance:



Molly Anderson  
Vice President of Special Grants and Transportation  
TCRC Inc./We Care



Darren Howlett  
Director of Transportation  
TCRC Inc./We Care

ATTEST: 



**Operator Organization and Level of Human Resource Effort**

In this section, provide a description of the level of effort that will be provided by each operator providing service in the project. List the staff positions, by job title, in the following table. List both personnel whose time will be charged to the project, either as a direct or indirect expense by entering "Direct" or "Indirect" in the second column. Also list if the position will be charged to the Administrative category ("Admin") or the Operating category ("Op"). Finally, list the approximate or estimated number of staff, expressed in terms of Full-Time Equivalents (FTEs) in the last column.

Submit one table for each operator.

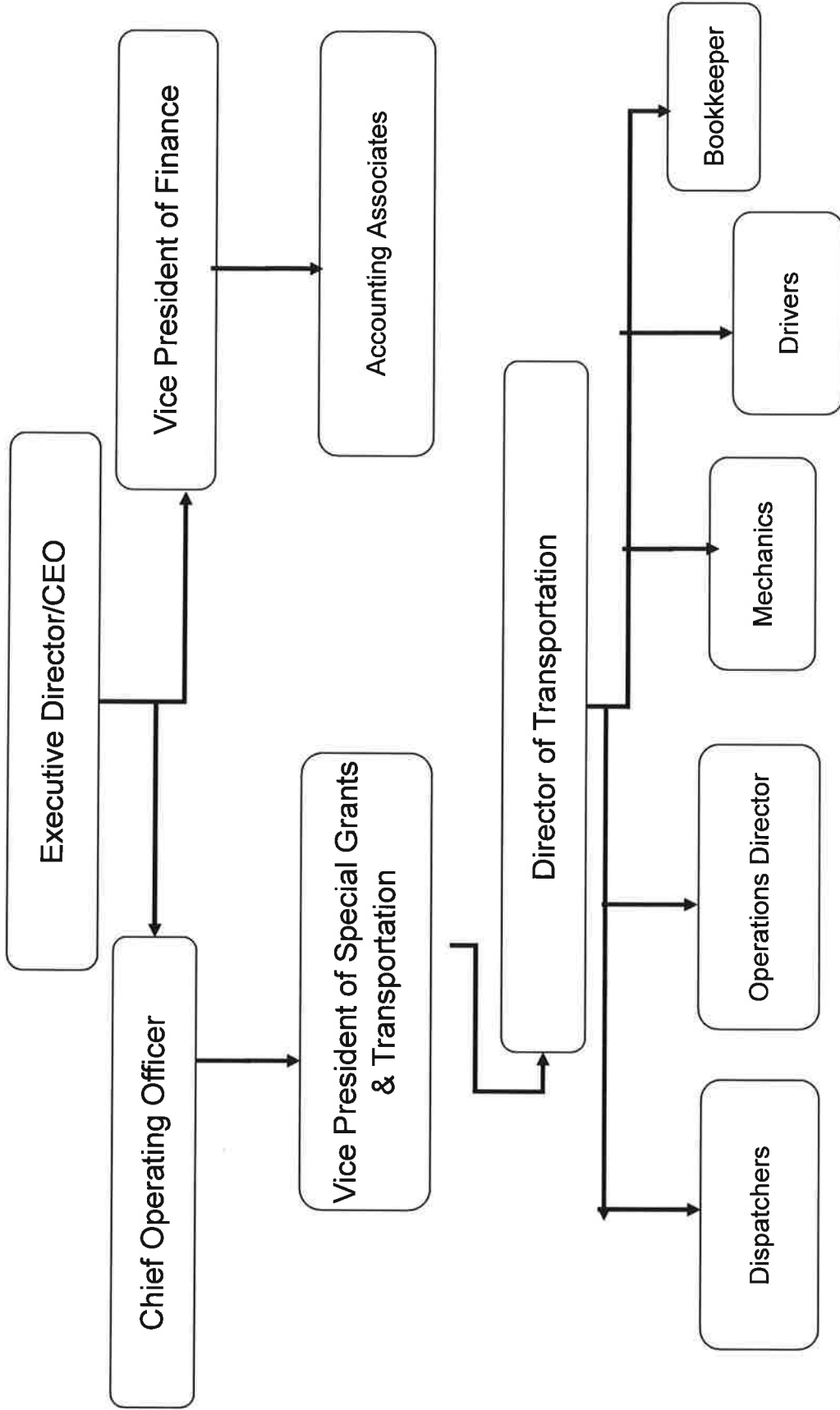
Job Title	Direct or Indirect Staff Position		Administrative or Operating Personnel		Full or Part-Time Position	
	Direct	Indirect	Admin.	Op.	Full-Time	Part-Time
Executive Director/CEO	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1
Chief Operating Officer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1
Director of Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	
VP of Special Grants & Transportation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1
VP of Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1
Accounting Associates	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		4
Operations Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	
Dispatchers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3	
Transportation Bookkeeper	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1
Mechanics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2	1
Drivers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	13	4
Total Human Resource Effort (expressed in FTEs)					20	14

**For each operator, submit with this application an organization chart showing all functional divisions of the entity with a detailed organizational breakdown of the transportation unit as Attachment III.**

**Please supply copies of all contracts with the submittal of this application.**



# TRANSPORTATION





**Office of Intermodal Project Implementation  
Section 5311 Application  
Part II: Forms, Certifications, and Assurances**

**State Fiscal Year: 2025**

**Submitted by:**

**Legal Name of Applicant Agency: Tazewell County**

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## Data Input Sheet

The Section 5311 Application requires the applicant to complete various certifications and assurances. These forms require the applicant to fill-in various repetitive fields in order to be complete. On this page, complete all fields and the various forms will be auto-populated with the correct values; the applicant only needs to print, sign, and scan the executed assurance.

IDOT has also converted Exhibit I and J, previously Excel spreadsheets, to the new fillable form. Note these exhibits are formatted for 11 x 17 ledger size paper.

### Organization Status of the Applicant

Applicant is (select one):     County                       City                       Mass Transit District

### Information About the Applicant

Applicant Name

Name of Authorized Official to Execute Certifications:

Title of Authorized Official to Execute Certifications:

Name of Applicant's Legal Counsel/Attorney:

Name of the Applicant's Contact to Discuss Application:

Title of Applicant's Contact Person

Name of the Governing Board

### Information for Completing the Enabling Ordinance and Board Resolution:

Ordinance Number:	Number, Elected Governing Board	Members Present for Vote	Aye Votes to Ordinance	Nay Votes to Ordinance	Abstaining Votes to Ordinance
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Day of Governing Board Adoption

Month of Governing Board Adoption

Year of Governing Board Adoption

# Applicant's Certification of Intent

Applicant's Name:	Tazewell County		
Address 1:	11 S. 4th St.		
Address 2:			
City:	Pekin	State	IL Zip Code 61554

Applicant's Contact Person		Title	
Dawn Cook		PCOM/Tazewell County EMA Director	
Phone	Fax	E-mail	
(309) 925-2271	(309) 925-3631	dcook@tazewell-il.gov	

The applicant hereby applies to the State of Illinois through the Illinois Department of Transportation, Office of Intermodal Project Implementation, for grants under Article II and Article III of the Downstate Public Transportation Act for operating and administrative assistance for public transportation service.

## Officer or Official of the Applicant Organization

Signature	Date
	3/14/24

Typed Name of Signature Above
J. David Zimmerman

**RESOLUTION AUTHORIZING EXECUTION AND AMENDMENT OF  
SECTION 5311 GRANT AGREEMENT**

WHEREAS, the provision of public transit service is essential to the transportation of persons in the non-urbanized area; and

WHEREAS, 49 U.S.C. § 5311 ("Section 5311"), makes funds available to the State of Illinois to help offset certain operating deficits and administrative expenses of a system providing public transit service in non-urbanized areas; and

WHEREAS, the State of Illinois, acting by and through the Illinois Department of Transportation, is authorized by 30 ILCS 740/3-1 *et seq.* to provide the Section 5311 grant; and

WHEREAS, grants for said funds will impose certain obligations upon the recipient, including the provision by it of the local share of funds necessary to cover costs not covered by funds provided under Section 5311.

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

Section 1. That an application be made to the Office of Intermodal Project Implementation, Department of Transportation, State of Illinois, for a financial assistance grant under Section 5311 for fiscal year 2025 for the purpose of off-setting a portion of the Public Transportation Program operating deficits of Tazewell County.

Section 2. That while participating in said operating assistance program, Tazewell County will provide all required local matching funds.

Section 3. That the Tazewell County Board Chairman of the Tazewell County Tazewell County Board is hereby authorized and directed to execute and file on behalf of Tazewell County such application.

Section 4. That the Tazewell County Board Chairman of the Tazewell County Tazewell County Board is authorized to furnish such additional information as may be required by the Office of Intermodal Project Implementation and the Federal Transit Administration in connection with the aforesaid application for said grant.

Section 5. That the Tazewell County Board Chairman of the Tazewell County Tazewell County Board is hereby authorized and directed to execute and file on behalf of Tazewell County a Section 5311 Grant Agreement ("Agreement") with the Illinois Department of Transportation, and amend such Agreement, if necessary, in order to obtain grant assistance under the provisions of Section 5311 for fiscal year 2025.

Section 6. That the Tazewell County Board Chairman of the Tazewell County Tazewell County Board is hereby authorized to provide such information and to file such documents as may be required to perform the Agreement and to receive the grant for fiscal year 2025.

PRESENTED and ADOPTED this day of .

Signature of Authorized Official

Date

Attest



3/14/24

Title

Tazewell County Board Chairman

# Public Transportation Applicant Ordinance

ORDINANCE NUMBER: \_\_\_\_\_

AN ORDINANCE TO PROVIDE PUBLIC TRANSPORTATION  
IN TAZEWELL COUNTY, ILLINOIS

WHEREAS, public transportation is an essential public purpose for which public funds may be expended under Article 13, Section 7 of the Illinois Constitution; and

WHEREAS, Tazewell County wishes to provide public transportation for its citizens and become eligible for grants from the State of Illinois or any department or agency thereof, from any unit of local government, from the Federal government or any department or agency thereof; and

WHEREAS, Illinois Compiled Statutes 740/2-1 et seq., authorizes a county to provide for public transportation within the (county or counties) limits:

NOW, THEREFORE, BE IT ORDAINED by the Tazewell County Board Chairman and Tazewell County that:

Section 1. Tazewell County shall hereby provide public transportation within the county or counties limits.

Section 2. The clerk/secretary to the governing board of Tazewell County shall file a certified copy of this Ordinance, within sixty days after passage of this ordinance.

Section 3. This Ordinance shall be in full force and effect from and after its passage and approval, as required by law.

Section 4. That the Tazewell County Board Chairman of the Tazewell County Tazewell County Board is hereby authorized and directed to execute and file on behalf of Tazewell County a Grant Application to the Illinois Department of Transportation.

Section 5. That the Tazewell County Board Chairman of the Tazewell County Tazewell County Board is hereby authorized and directed to execute and file on behalf of Tazewell County all required Grant Agreements with the Illinois Department of Transportation.

PASSED by the Tazewell County Board Chairman and the Tazewell County Board on the of , and deposited and filed in the office of the clerk/secretary on that date.

Elected Board Members: \_\_\_\_\_

Members Present at Vote: \_\_\_\_\_

Members Voting "Aye": \_\_\_\_\_ Members Voting "Nay": \_\_\_\_\_ Members Abstaining: \_\_\_\_\_

Signature of 	Date 3/14/24
---	-----------------

# Acceptance of the Special Warranty

WHEREAS, Section 5311 of the Federal Transit Act of 1964, as amended, makes funds available to help offset certain operating deficits of a system providing public transit service in non-urbanized areas; and

WHEREAS, 49 U.S.C. § 5333(b) requires that fair and equitable arrangements must be made to protect the interests of employees affected by such assistance as a condition of receipt of funds under Section 5311; and

WHEREAS a simplified process for assuring employee protections that accommodates the needs of participants in the Section 5311 program has been agreed upon by the U.S. Department of Labor and the U.S. Department of Transportation by allowing execution of a Special Section 5333(b) Warranty for Section 5311 projects (Special Warranty), which the Secretary of Labor certified on May 31, 1979;

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

Section 1. That an application be made to the Office of Intermodal Project Implementation, Department of Transportation, State of Illinois, for a financial assistance grant under Section 5311 of the Federal Transit Act of 1964, as amended.

Section 2. As a condition of the receipt of Section 5311 funds, Tazewell County hereby agrees in writing to the terms and conditions of the Special Warranty (attached) regarding fair and equitable arrangements to protect the interests of employees affected by such assistance.

PASSED by the Tazewell County Board on the day of .

Signature of Authorized Official

Date



3/14/24

Authorized Official's Name Typed

J. David Zimmerman





**Title VI Subrecipient's Questionnaire**

**As a recipient of Federal grant funding, the Illinois Department of Transportation (IDOT) is required to ensure that all subrecipients are in compliance with Title VI of the Civil Rights Act of 1964 rules, regulations, and Executive Orders, which govern Title VI on Federally-funded project. To ensure that subrecipient of Federal Transit Administration funding are in compliance with these requirements, your organization must complete the following questionnaire in its entirety.**

If you have questions on how to complete this form, please contact the Illinois Department of Transportation, Bureau of Civil Rights, Room 317, 2300 S. Dirksen Parkway, Springfield, IL 62764 or call (217) 782-2762.

Legal Name of Applicant	Date of Report
Tazewell County	Mar 11, 2024

PART 1: TITLE VI PLAN & COMPLAINT PROCEDURES		
1. Does your organization have a Title VI Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
A. If "Yes," does your organization's Title VI Program include:		
(i) A Title VI notice to the public that indicates the applicant complies with Title VI, and informs members of the public of the protections against discrimination afforded to them by Title VI.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(ii) Instructions to the public regarding how to file a Title VI discrimination complaint?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(iii) A list of any public transportation-related Title VI investigations, complaints, or lawsuits filed with the recipient since the time of the last submission?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(iv) A public participation plan that includes an outreach plan to engage minority and limited English proficient populations, as well as a summary of outreach efforts made since the last Title VI Program submission?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(v) A copy of the recipient's plan for providing language assistance to persons with limited English proficiency?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(vi) A table depicting the racial breakdown of the membership of transit-related, non-elected planning boards, advisory councils or committees, or similar bodies (whose membership is selected to the applicant)?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(vii) If the applicant has constructed a transit facility, a copy a copy of the Title VI equity analysis conducted during the planning stage with regard to the location of the facility?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
2. Does your system operate fixed route services?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
A. If "Yes," does your organization's Title VI Program include:		
(i) System-wide service standards for vehicle load factors, vehicle headways, on-time performance, and service availability?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(ii) System-wide service policies for the distribution of transit amenities and vehicle assignment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**If you answered "Yes" above, then you must submit a copy of your organization's Title VI Program as part of the application process.**

If "No," in the space provided below, please explain how your organization plans to meet its Title VI Program obligations.

There are no transit non-elected boards, advisory councils, committees or similar bodies whose memberships are selected by the applicant.

**PART 2: NON-DISCRIMINATION POLICY & STATEMENT**

Does your organization have a non-discrimination policy that is incorporated into a Statement of Nondiscrimination?

Yes

No

If your answered "Yes" above, then you must submit a copy of your organization's nondiscrimination policy statement as part of the application process.

If "No," in the space provided below, please explain.

*This text box will expand; type as much as necessary. Expansion will occur after tabbing to the next field.*

**PART 3: Title VI Coordinator/Specialists**

Does your organization have a person employed who is responsible for handling civil rights issues and/or a Title VI Coordinator/Specialist?

Yes


No

If "Yes," then please provide the following information about the Title VI employee:

Name	Title	Mailing Address	
Dawn Cook	PCOM	21304 State Route 9	
City	State	Zip	Telephone
Tremont	IL	61568	(309) 347-7148

**SIGNATURE OF AUTHORIZED REPRESENTATIVE**

By signing below, i certify that I am authorized to sign this questionnaire on behalf of my organization, and that the information contained in this report is accurate and complete to the best of my knowledge.

Signature 	Date 3/14/04
Printed Name J. David Zimmerman	
Printed Title Tazewell County Board Chairman	

## **Equal Employment Opportunity (EEO) Checklist** (page 1 of 2)

### **EEO Overview**

Since 1977, USDOT has required recipients and subrecipients of transit funding meeting certain criteria to establish Equal Employment Opportunity (EEO) Programs and to comply with applicable laws and regulations.

FTA is responsible for ensuring that its recipients do not engage in employment discrimination:

A person may not be excluded from participating in, denied a benefit of, or discriminated against under, a project, program, or activity receiving financial assistance under this chapter because of race, color, religion, national origin, sex, disability, or age (49 U.S.C. § 5332(b)).

This provision applies to employment opportunities and supplements employment protections found in Title VI of the Civil Rights Act of 1964 (Title VI). The Title VI regulations prohibiting employment discrimination are found at 49 CFR § 21.5(c) - Nondiscrimination in Federally Assisted Programs of the Department of Transportation. It is important to note that while Title VI and 49 CFR Part 21 only prohibit discrimination based on race, color, and national origin, Federal Transit Laws (49 U.S.C. § 5332) includes protections on the basis of religion, sex, disability, and age. In this context, the term 'sex' includes pregnancy, childbirth, or related medical conditions; gender identity; and sexual orientation.

Title VII of the Civil Rights Act of 1964 (Title VII), as amended by the Equal Employment Opportunity Act of 1972 and the Civil Rights Act of 1991, prohibits discrimination on the basis of race, color, religion, national origin, or sex in all institutions with 15 or more employees -- including state and local governments and labor organizations. (42 U.S.C. §§ 2000e et seq.) Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) applies to private employers and state and local government employers with at least 15 employees, regardless of whether they receive federal financial assistance. It prohibits covered employers from discriminating on the basis of an applicant's or employee's genetic information (such as the results of genetic tests or family medical history), generally prohibits employers from acquiring genetic information of applicants and employees, and requires employers to keep genetic information confidential, with very limited exceptions. The U.S. Equal Employment Opportunity Commission (EEOC) is the enforcement authority for Title VII and provides official interpretation of employment laws that prohibit discrimination as outlined in 29 CFR Part 1600. EEOC enforces not only Title VII and GINA, but also the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, Title I of the Americans with Disabilities Act of 1990, Sections 501 and 505 of the Rehabilitation Act of 1973. FTA defers to the most current regulations and guidance issued by EEOC when making complaint and compliance determinations. EEOC regulations and guidance are incorporated by reference.

The FTA Master Agreement requires all applicants, recipients, subrecipients, and contractors receiving FTA funding to comply with applicable Federal civil rights laws and regulations and to follow applicable Federal guidance. Any FTA applicant, recipient, subrecipient, and contractor who meet both of the following threshold requirements must implement all of the EEO Program elements:

- Employs 100 or more transit-related employees; and
- Requests or receives capital or operating assistance in excess of \$1 million in the previous Federal fiscal year, or
- Requests or receives planning assistance in excess of \$250,000 in the previous Federal fiscal year.

Agencies between 50 -99 transit-related employees are required to prepare and maintain an EEO Program that includes the Statement of Policy, dissemination plan, designation of personnel, assessment of employment practices, and a monitoring and reporting system. These smaller agencies are not required to conduct a utilization analysis with goals and timetables or to submit the EEO Program to FTA every four years. Instead, these agencies will be required to provide the EEO Program to FTA if requested by the Office of Civil Rights or for any State Management Review or Triennial Review.

This Circular applies to state-administered programs covered by Federal Transit Laws and FTA Master Agreement funding categories such as seniors, persons with disabilities, and rural assistance programs funded under Enhanced Mobility of Seniors and Individuals with Disabilities (49 U.S.C. § 5310), Formula Grants for Rural Areas (49 U.S.C. § 5311), Bus and Bus facilities (49 U.S.C. § 5339), and other specialized grant programs funded through FTA.

FTA applicants, recipients, subrecipients, and contractors who do not meet the EEO Program threshold above are not required to submit an EEO Program to FTA, but are still required to comply with all Equal Employment Opportunity statutes and regulations.

**Equal Employment Opportunity (EEO) Checklist**  
(page 2 of 2)

Every four years, on a date determined by FTA, each recipient that meets the threshold described in section 1.4 of this Circular, is required to submit the following information to the Federal Transit Administration (FTA) as part of its EEO Program. Subrecipients of Section 5311 funding must submit the information below to the primary recipient (IDOT), on a schedule to be determined by IDOT.

**Full EEO Program Requirements**

Any applicant, recipient, subrecipient, and contractor who:

- Employs 100 or more-transit related employees; and
- Requests or receives capital or operating assistance in excess of \$1 million in the previous Federal fiscal year;
- OR -
- Requests or receives planning assistance in excess of \$250,000 in the previous Federal fiscal year

Must submit the full EEO Program, including the following elements, every year, to IDOT, as required:

- Statement of Policy
- Dissemination Plan
- Designation of Responsible Personnel
- Utilization Analysis
- Goals and Timetables
- Assessment of Employees' Practices
- Monitoring and Reporting Plan

**Abbreviated EEO Program Requirements**

Any applicant, recipient, subrecipient, and contractor who:

- Employs 50 - 99 or more-transit related employees; and
- Requests or receives capital or operating assistance in excess of \$1 million in the previous Federal fiscal year;
- OR -
- Requests or receives planning assistance in excess of \$250,000 in the previous Federal fiscal year

Must submit the abbreviated EEO Program, including the following elements, to IDOT, as required:

- Statement of Policy
- Dissemination Plan
- Designation of Responsible Personnel
- Assessment of Employees' Practices
- Monitoring and Reporting Plan

**Not Applicable (based on above stated requirements)**

**Submit this completed checklist with your application.**

**CERTIFICATION AND RESTRICTIONS ON LOBBYING  
(For Federal Funding Over \$100,000)**

I, J. David Zimmerman, Tazewell County Board Chairman, hereby certifies on behalf of Tazewell County that:

No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

If any funds other than federal appropriated funds have been paid or will be paid to any person influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

*This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.*

*The undersigned certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification and understands that the provisions of 31 U.S.C. Section 3801, et seq., are applicable thereto.*

Name of Applicant/Subrecipient

Tazewell County

Type or Print Name of Authorized Official

J. David Zimmerman

Signature



Date

3/14/24



## Equal Employment Opportunity Questionnaire

Grantee Name

Tazewell County

1. Does your Public Transit system have more than 50 direct Employees and receive more than \$1,000,000 in combined Federal Capital and Operating assistance per year?

Yes  No

2. If you answered YES to the above question, have you attached your EEO Plan or Modified EEO Plan with your application in BlackCat?

Yes  No  N/A

*Not every provision of every certification will apply to every applicant or award. If a provision of a certification does not apply to the applicant or its award, FTA will not enforce that provision.*

*Text in italic is guidance to the public. It does not have the force and effect of law, and is not meant to bind the public in any way. It is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.*

## **CATEGORY 1. CERTIFICATIONS AND ASSURANCES REQUIRED OF EVERY APPLICANT.**

*All applicants must make the certifications in this category.*

### **1.1. Standard Assurances.**

*The certifications in this subcategory appear as part of the applicant's registration or annual registration renewal in the System for Award Management (SAM.gov) and on the Office of Management and Budget's standard form 424B "Assurances—Non-Construction Programs". This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.*

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
- (b) Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- (c) Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- (d) Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- (e) Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728–4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).

- (f) Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
- (1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin, as effectuated by U.S. DOT regulation 49 CFR Part 21;
  - (2) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–1683, and 1685–1686), which prohibits discrimination on the basis of sex, as effectuated by U.S. DOT regulation 49 CFR Part 25;
  - (3) Section 5332 of the Federal Transit Law (49 U.S.C. § 5332), which prohibits any person being excluded from participating in, denied a benefit of, or discriminated against under, a project, program, or activity receiving financial assistance from FTA because of race, color, religion, national origin, sex, disability, or age.
  - (4) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps, as effectuated by U.S. DOT regulation 49 CFR Part 27;
  - (5) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101–6107), which prohibits discrimination on the basis of age;
  - (6) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
  - (7) The comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91–616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
  - (8) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
  - (9) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing;
  - (10) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
  - (11) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- (g) Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (“Uniform Act”) (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases. The requirements of the Uniform Act are effectuated by U.S. DOT regulation 49 CFR Part 24.



- (h) Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§ 1501–1508 and 7324–7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- (i) Will comply, as applicable, with the provisions of the Davis–Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327–333), regarding labor standards for federally assisted construction subagreements.
- (j) Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- (k) Will comply with environmental standards which may be prescribed pursuant to the following:
  - (1) Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;
  - (2) Notification of violating facilities pursuant to EO 11738;
  - (3) Protection of wetlands pursuant to EO 11990;
  - (4) Evaluation of flood hazards in floodplains in accordance with EO 11988;
  - (5) Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.);
  - (6) Conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.);
  - (7) Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and
  - (8) Protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93–205).
- (l) Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- (m) Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq.).
- (n) Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- (o) Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§ 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded

- animals held for research, teaching, or other activities supported by this award of assistance.
- (p) Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
  - (q) Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 CFR Part 200, Subpart F, “Audit Requirements”, as adopted and implemented by U.S. DOT at 2 CFR Part 1201.
  - (r) Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program under which it is applying for assistance.
  - (s) Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. § 7104) which prohibits grant award recipients or a subrecipient from:
    - (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect;
    - (2) Procuring a commercial sex act during the period of time that the award is in effect; or
    - (3) Using forced labor in the performance of the award or subawards under the award.

**1.2. Standard Assurances: Additional Assurances for Construction Projects.**

*This certification appears on the Office of Management and Budget’s standard form 424D “Assurances—Construction Programs” and applies specifically to federally assisted projects for construction. This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.*

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency; will record the Federal awarding agency directives; and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
- (b) Will comply with the requirements of the assistance awarding agency with regard to the drafting, review, and approval of construction plans and specifications.
- (c) Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work confirms with the approved plans and specifications, and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

**1.3. Procurement.**

*The Uniform Administrative Requirements, 2 CFR § 200.325, allow a recipient to self-certify that its procurement system complies with Federal requirements, in lieu of submitting to certain pre-procurement reviews.*

The applicant certifies that its procurement system complies with:

- (a) U.S. DOT regulations, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 1201, which incorporates by reference U.S. OMB regulatory guidance, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 200, particularly 2 CFR §§ 200.317–200.327 “Procurement Standards;
- (b) Federal laws, regulations, and requirements applicable to FTA procurements; and
- (c) The latest edition of FTA Circular 4220.1 and other applicable Federal guidance.

**1.4. Suspension and Debarment.**

*Pursuant to Executive Order 12549, as implemented at 2 CFR Parts 180 and 1200, prior to entering into a covered transaction with an applicant, FTA must determine whether the applicant is excluded from participating in covered non-procurement transactions. For this purpose, FTA is authorized to collect a certification from each applicant regarding the applicant’s exclusion status. 2 CFR § 180.300. Additionally, each applicant must disclose any information required by 2 CFR § 180.335 about the applicant and the applicant’s principals prior to entering into an award agreement with FTA. This certification serves both purposes.*

The applicant certifies, to the best of its knowledge and belief, that the applicant and each of its principals:

- (a) Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily or involuntarily excluded from covered transactions by any Federal department or agency;
- (b) Has not, within the preceding three years, been convicted of or had a civil judgment rendered against him or her for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction; violation of Federal or State antitrust statutes, including those proscribing price fixing between competitors, allocation of customers between competitors, and bid rigging; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty;

- (c) Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any offense described in paragraph (b) of this certification;
- (d) Has not, within the preceding three years, had one or more public transactions (Federal, State, or local) terminated for cause or default.

**1.5. Coronavirus Response and Relief Supplemental Appropriations Act, 2021, and CARES Act Funding.**

The applicant certifies:

- (a) To the maximum extent possible, funds made available under title IV of division M of the Consolidated Appropriations Act, 2021 (Public Law 116–260), and in title XII of division B of the CARES Act (Public Law 116–136; 134 Stat. 599) shall be directed to payroll and operations of public transit (including payroll and expenses of private providers of public transportation); or
- (b) The applicant certifies that the applicant has not furloughed any employees.

**1.6. American Rescue Plan Act Funding.**

The applicant certifies:

- (a) Funds made available by Section 3401(a)(2)(A) of the American Rescue Plan Act of 2021 (Public Law 117-2) shall be directed to payroll and operations of public transportation (including payroll and expenses of private providers of public transportation); or
- (b) The applicant certifies that the applicant has not furloughed any employees.

**CATEGORY 2. PUBLIC TRANSPORTATION AGENCY SAFETY PLANS**

*This certification is required of each applicant under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), each rail operator that is subject to FTA’s state safety oversight programs, and each State that is required to draft and certify a Public Transportation Agency Safety Plan on behalf of a Small Public Transportation Provider (as that term is defined at 49 CFR § 673.5) pursuant to 49 CFR § 673.11(d).*

*This certification is required by 49 U.S.C. § 5307(c)(1)(L), 49 U.S.C. § 5329(d)(1), and 49 CFR § 673.13. This certification is a condition of receipt of Urbanized Area Formula Grants Program (49 U.S.C. § 5307) funding.*

*This certification does not apply to any applicant that only receives financial assistance from FTA under the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C.*

*§ 5310), the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or combination of these two programs, unless it operates a rail fixed guideway public transportation system.*

If the applicant is an operator, the applicant certifies that it has established a Public Transportation Agency Safety Plan meeting the requirements of 49 U.S.C. § 5329(d)(1) and 49 CFR Part 673; including, specifically, that the board of directors (or equivalent entity) of the applicant has approved, or, in the case of an applicant that will apply for assistance under 49 U.S.C. § 5307 that is serving an urbanized area with a population of 200,000 or more, the safety committee of the entity established under 49 U.S.C. § 5329(d)(5), followed by the board of directors (or equivalent entity) of the applicant has approved, the Public Transportation Agency Safety Plan or any updates thereto; and, for each recipient serving an urbanized area with a population of fewer than 200,000, that the Public Transportation Agency Safety Plan has been developed in cooperation with frontline employee representatives.

If the applicant is a State that drafts and certifies a Public Transportation Agency Safety Plan on behalf of a public transportation operator, the applicant certifies that:

- (a) It has drafted and certified a Public Transportation Agency Safety Plan meeting the requirements of 49 U.S.C. § 5329(d)(1) and 49 CFR Part 673 for each Small Public Transportation Provider (as that term is defined at 49 CFR § 673.5) in the State, unless the Small Public Transportation Provider provided notification to the State that it was opting out of the State-drafted plan and drafting its own Public Transportation Agency Safety Plan; and
- (b) Each Small Public Transportation Provider within the State that opts to use a State-drafted Public Transportation Agency Safety Plan has a plan that has been approved by the provider's Accountable Executive (as that term is defined at 49 CFR § 673.5), Board of Directors or Equivalent Authority (as that term is defined at 49 CFR § 673.5), and, if the Small Public Transportation Provider serves an urbanized area with a population of 200,000 or more, the safety committee of the Small Public Transportation Provider established under 49 U.S.C. § 5329(d)(5).

### **CATEGORY 3. TAX LIABILITY AND FELONY CONVICTIONS.**

*If the applicant is a business association (regardless of for-profit, not for-profit, or tax exempt status), it must make this certification. Federal appropriations acts since at least 2014 have prohibited FTA from using funds to enter into an agreement with any corporation that has unpaid Federal tax liabilities or recent felony convictions without first considering the corporation for debarment. E.g., Consolidated Appropriations Act, 2023, Pub. L. 117-328, div. E, tit. VII, §§ 744–745. U.S. DOT Order 4200.6 defines a “corporation” as “any private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association”, and applies the restriction to all tiers of subawards. As prescribed by U.S. DOT*

*Order 4200.6, FTA requires each business association applicant to certify as to its tax and felony status.*

If the applicant is a private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association, the applicant certifies that:

- (a) It has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and
- (b) It has not been convicted of a felony criminal violation under any Federal law within the preceding 24 months.

#### **CATEGORY 4. LOBBYING.**

*If the applicant will apply for a grant or cooperative agreement exceeding \$100,000, or a loan, line of credit, loan guarantee, or loan insurance exceeding \$150,000, it must make the following certification and, if applicable, make a disclosure regarding the applicant's lobbying activities. This certification is required by 49 CFR § 20.110 and app. A to that part.*

*This certification does not apply to an applicant that is an Indian Tribe, Indian organization, or an Indian tribal organization exempt from the requirements of 49 CFR Part 20.*

#### **4.1. Certification for Contracts, Grants, Loans, and Cooperative Agreements.**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and

contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### **4.2. Statement for Loan Guarantees and Loan Insurance.**

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### **CATEGORY 5. PRIVATE SECTOR PROTECTIONS.**

*If the applicant will apply for funds that it will use to acquire or operate public transportation facilities or equipment, the applicant must make the following certification regarding protections for the private sector.*

#### **5.1. Charter Service Agreement.**

*To enforce the provisions of 49 U.S.C. § 5323(d), FTA's charter service regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following Charter Service Agreement. 49 CFR § 604.4.*

The applicant agrees that it, and each of its subrecipients, and third party contractors at any level who use FTA-funded vehicles, may provide charter service using equipment or facilities acquired with Federal assistance authorized under the Federal Transit Laws only in compliance with the regulations set out in 49 CFR Part 604, the terms and conditions of which are incorporated herein by reference.

**5.2. School Bus Agreement.**

*To enforce the provisions of 49 U.S.C. § 5323(f), FTA's school bus regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following agreement regarding the provision of school bus services. 49 CFR § 605.15.*

- (a) If the applicant is not authorized by the FTA Administrator under 49 CFR § 605.11 to engage in school bus operations, the applicant agrees and certifies as follows:
  - (1) The applicant and any operator of project equipment agrees that it will not engage in school bus operations in competition with private school bus operators.
  - (2) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Mass Transit Regulations, or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
- (b) If the applicant is authorized or obtains authorization from the FTA Administrator to engage in school bus operations under 49 CFR § 605.11, the applicant agrees as follows:
  - (1) The applicant agrees that neither it nor any operator of project equipment will engage in school bus operations in competition with private school bus operators except as provided herein.
  - (2) The applicant, or any operator of project equipment, agrees to promptly notify the FTA Administrator of any changes in its operations which might jeopardize the continuation of an exemption under § 605.11.
  - (3) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Transit Administration regulations or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
  - (4) The applicant agrees that the project facilities and equipment shall be used for the provision of mass transportation services within its urban area and that any other use of project facilities and equipment will be incidental to and shall not interfere with the use of such facilities and equipment in mass transportation service to the public.

**CATEGORY 6. TRANSIT ASSET MANAGEMENT PLAN.**

*If the applicant owns, operates, or manages capital assets used to provide public transportation, the following certification is required by 49 U.S.C. § 5326(a).*

The applicant certifies that it is in compliance with 49 CFR Part 625.



## **CATEGORY 7. ROLLING STOCK BUY AMERICA REVIEWS AND BUS TESTING.**

### **7.1. Rolling Stock Buy America Reviews.**

*If the applicant will apply for an award to acquire rolling stock for use in revenue service, it must make this certification. This certification is required by 49 CFR § 663.7.*

The applicant certifies that it will conduct or cause to be conducted the pre-award and post-delivery audits prescribed by 49 CFR Part 663 and will maintain on file the certifications required by Subparts B, C, and D of 49 CFR Part 663.

### **7.2. Bus Testing.**

*If the applicant will apply for funds for the purchase or lease of any new bus model, or any bus model with a major change in configuration or components, the applicant must make this certification. This certification is required by 49 CFR § 665.7.*

The applicant certifies that the bus was tested at the Bus Testing Facility and that the bus received a passing test score as required by 49 CFR Part 665. The applicant has received or will receive the appropriate full Bus Testing Report and any applicable partial testing reports before final acceptance of the first vehicle.

## **CATEGORY 8. URBANIZED AREA FORMULA GRANTS PROGRAM.**

*If the applicant will apply for an award under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), or any other program or award that is subject to the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310); “flex funds” from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)); projects that will receive an award authorized by the Transportation Infrastructure Finance and Innovation Act (“TIFIA”) (23 U.S.C. §§ 601–609) or State Infrastructure Bank Program (23 U.S.C. § 610) (see 49 U.S.C. § 5323(o)); formula awards or competitive awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(a) and (b)); or low or no emission awards to any area under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(c)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5307(c)(1).*

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out the program of projects (developed pursuant 49 U.S.C. § 5307(b)), including safety and security aspects of the program;
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities;

- (c) Will maintain equipment and facilities in accordance with the applicant's transit asset management plan;
- (d) Will ensure that, during non-peak hours for transportation using or involving a facility or equipment of a project financed under this section, a fare that is not more than 50 percent of the peak hour fare will be charged for any—
  - (1) Senior;
  - (2) Individual who, because of illness, injury, age, congenital malfunction, or any other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use a public transportation service or a public transportation facility effectively without special facilities, planning, or design; and
  - (3) Individual presenting a Medicare card issued to that individual under title II or XVIII of the Social Security Act (42 U.S.C. §§ 401 et seq., and 1395 et seq.);
- (e) In carrying out a procurement under 49 U.S.C. § 5307, will comply with 49 U.S.C. §§ 5323 (general provisions) and 5325 (contract requirements);
- (f) Has complied with 49 U.S.C. § 5307(b) (program of projects requirements);
- (g) Has available and will provide the required amounts as provided by 49 U.S.C. § 5307(d) (cost sharing);
- (h) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning);
- (i) Has a locally developed process to solicit and consider public comment before raising a fare or carrying out a major reduction of transportation;
- (j) Either—
  - (1) Will expend for each fiscal year for public transportation security projects, including increased lighting in or adjacent to a public transportation system (including bus stops, subway stations, parking lots, and garages), increased camera surveillance of an area in or adjacent to that system, providing an emergency telephone line to contact law enforcement or security personnel in an area in or adjacent to that system, and any other project intended to increase the security and safety of an existing or planned public transportation system, at least 1 percent of the amount the recipient receives for each fiscal year under 49 U.S.C. § 5336; or
  - (2) Has decided that the expenditure for security projects is not necessary;
- (k) In the case of an applicant for an urbanized area with a population of not fewer than 200,000 individuals, as determined by the Bureau of the Census, will submit an annual report listing projects carried out in the preceding fiscal year under 49 U.S.C. § 5307 for associated transit improvements as defined in 49 U.S.C. § 5302; and
- (l) Will comply with 49 U.S.C. § 5329(d) (public transportation agency safety plan).

**CATEGORY 9. FORMULA GRANTS FOR RURAL AREAS.**

*If the applicant will apply for funds made available to it under the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), it must make this certification. Paragraph (a) of this certification helps FTA make the determinations required by 49 U.S.C. § 5310(b)(2)(C). Paragraph (b) of this certification is required by 49 U.S.C. § 5311(f)(2). Paragraph (c) of this certification, which applies to funds apportioned for the Appalachian Development Public Transportation Assistance Program, is necessary to enforce the conditions of 49 U.S.C. § 5311(c)(2)(D).*

- (a) The applicant certifies that its State program for public transportation service projects, including agreements with private providers for public transportation service—
  - (1) Provides a fair distribution of amounts in the State, including Indian reservations; and
  - (2) Provides the maximum feasible coordination of public transportation service assisted under 49 U.S.C. § 5311 with transportation service assisted by other Federal sources; and
- (b) If the applicant will in any fiscal year expend less than 15% of the total amount made available to it under 49 U.S.C. § 5311 to carry out a program to develop and support intercity bus transportation, the applicant certifies that it has consulted with affected intercity bus service providers, and the intercity bus service needs of the State are being met adequately.
- (c) If the applicant will use for a highway project amounts that cannot be used for operating expenses authorized under 49 U.S.C. § 5311(c)(2) (Appalachian Development Public Transportation Assistance Program), the applicant certifies that—
  - (1) It has approved the use in writing only after providing appropriate notice and an opportunity for comment and appeal to affected public transportation providers; and
  - (2) It has determined that otherwise eligible local transit needs are being addressed.

**CATEGORY 10. FIXED GUIDEWAY CAPITAL INVESTMENT GRANTS AND THE EXPEDITED PROJECT DELIVERY FOR CAPITAL INVESTMENT GRANTS PILOT PROGRAM.**

*If the applicant will apply for an award under any subsection of the Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), including an award made pursuant to the FAST Act’s Expedited Project Delivery for Capital Investment Grants Pilot Program (Pub. L. 114-94, div. A, title III, § 3005(b)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5309(c)(2) and Pub. L. 114-94, div. A, title III, § 3005(b)(3)(B).*

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award,
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities acquired or improved under its Award.
- (c) Will maintain equipment and facilities acquired or improved under its Award in accordance with its transit asset management plan; and
- (d) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning).

**CATEGORY 11. GRANTS FOR BUSES AND BUS FACILITIES AND LOW OR NO EMISSION VEHICLE DEPLOYMENT GRANT PROGRAMS.**

*If the applicant is in an urbanized area and will apply for an award under subsection (a) (formula grants), subsection (b) (buses and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 8 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5339(a)(3), (b)(6), and (c)(3), respectively.*

*If the applicant is in a rural area and will apply for an award under subsection (a) (formula grants), subsection (b) (bus and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 9 for Formula Grants for Rural Areas (49 U.S.C. § 5311). This certification is required by 49 U.S.C. § 5339(a)(3), (b)(6), and (c)(3), respectively.*

*Making this certification will incorporate by reference the applicable certifications in Category 8 or Category 9.*

*If the applicant will receive a competitive award under subsection (b) (buses and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) related to zero emissions vehicles or related infrastructure, it must make the following certification. This certification is required by 49 U.S.C. § 5339(d).*

The applicant will use 5 percent of grants related to zero emissions vehicles (as defined in subsection (c)(1)) or related infrastructure under subsection (b) or (c) to fund workforce development training as described in section 49 U.S.C. § 5314(b)(2) (including registered apprenticeships and other labor-management training programs) under the recipient's plan to address the impact of the transition to zero emission vehicles on the applicant's current workforce; or the applicant certifies a smaller percentage is necessary to carry out that plan.

**CATEGORY 12. ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAMS.**

*If the applicant will apply for an award under the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program (49 U.S.C. § 5310), it must make the certification in Category 8 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5310(e)(1). Making this certification will incorporate by reference the certification in Category 8, except that FTA has determined that (d), (f), (i), (j), and (k) of Category 8 do not apply to awards made under 49 U.S.C. § 5310 and will not be enforced.*

*In addition to the certification in Category 8, the applicant must make the following certification that is specific to the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program. This certification is required by 49 U.S.C. § 5310(e)(2).*

The applicant certifies that:

- (a) The projects selected by the applicant are included in a locally developed, coordinated public transit-human services transportation plan;
- (b) The plan described in clause (a) was developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers, and other members of the public;
- (c) To the maximum extent feasible, the services funded under 49 U.S.C. § 5310 will be coordinated with transportation services assisted by other Federal departments and agencies, including any transportation activities carried out by a recipient of a grant from the Department of Health and Human Services; and
- (d) If the applicant will allocate funds received under 49 U.S.C. § 5310 to subrecipients, it will do so on a fair and equitable basis.

**CATEGORY 13. STATE OF GOOD REPAIR GRANTS.**

*If the applicant will apply for an award under FTA's State of Good Repair Grants Program (49 U.S.C. § 5337), it must make the following certification. Because FTA generally does not review the transit asset management plans of public transportation providers, the asset management certification is necessary to enforce the provisions of 49 U.S.C. § 5337(a)(4). The certification with regard to acquiring restricted rail rolling stock is required by 49 U.S.C. § 5323(u)(4). Note that this certification is not limited to the use of Federal funds.*

The applicant certifies that the projects it will carry out using assistance authorized by the State of Good Repair Grants Program, 49 U.S.C. § 5337, are aligned with the applicant's most recent transit asset management plan and are identified in the investment and prioritization section of such plan, consistent with the requirements of 49 CFR Part 625.

If the applicant operates a rail fixed guideway service, the applicant certifies that, in the fiscal year for which an award is available to the applicant under the State of Good Repair Grants Program, 49 U.S.C. § 5337, the applicant will not award any contract or subcontract for the procurement of rail rolling stock for use in public transportation with a rail rolling stock manufacturer described in 49 U.S.C. § 5323(u)(1).

#### **CATEGORY 14. INFRASTRUCTURE FINANCE PROGRAMS.**

*If the applicant will apply for an award for a project that will include assistance under the Transportation Infrastructure Finance and Innovation Act (“TIFIA”) Program (23 U.S.C. §§ 601–609) or the State Infrastructure Banks (“SIB”) Program (23 U.S.C. § 610), it must make the certifications in Category 8 for the Urbanized Area Formula Grants Program, Category 10 for the Fixed Guideway Capital Investment Grants program, and Category 13 for the State of Good Repair Grants program. These certifications are required by 49 U.S.C. § 5323(o).*

*Making this certification will incorporate the certifications in Categories 8, 10, and 13 by reference.*

#### **CATEGORY 15. ALCOHOL AND CONTROLLED SUBSTANCES TESTING.**

*If the applicant will apply for an award under FTA’s Urbanized Area Formula Grants Program (49 U.S.C. § 5307), Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) programs, the applicant must make the following certification. The applicant must make this certification on its own behalf and on behalf of its subrecipients and contractors. This certification is required by 49 CFR § 655.83.*

The applicant certifies that it, its subrecipients, and its contractors are compliant with FTA’s regulation for the Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations, 49 CFR Part 655.

#### **CATEGORY 16. RAIL SAFETY TRAINING AND OVERSIGHT.**

*If the applicant is a State with at least one rail fixed guideway system, or is a State Safety Oversight Agency, or operates a rail fixed guideway system, it must make the following certification. The elements of this certification are required by 49 CFR §§ 672.31 and 674.39.*

The applicant certifies that the rail fixed guideway public transportation system and the State Safety Oversight Agency for the State are:

- (a) Compliant with the requirements of 49 CFR Part 672, “Public Transportation Safety Certification Training Program”; and
- (b) Compliant with the requirements of 49 CFR Part 674, “State Safety Oversight”.

**CATEGORY 17. DEMAND RESPONSIVE SERVICE.**

*If the applicant operates demand responsive service and will apply for an award to purchase a non-rail vehicle that is not accessible within the meaning of 49 CFR Part 37, it must make the following certification. This certification is required by 49 CFR § 37.77.*

The applicant certifies that the service it provides to individuals with disabilities is equivalent to that provided to other persons. A demand responsive system, when viewed in its entirety, is deemed to provide equivalent service if the service available to individuals with disabilities, including individuals who use wheelchairs, is provided in the most integrated setting appropriate to the needs of the individual and is equivalent to the service provided other individuals with respect to the following service characteristics:

- (a) Response time;
- (b) Fares;
- (c) Geographic area of service;
- (d) Hours and days of service;
- (e) Restrictions or priorities based on trip purpose;
- (f) Availability of information and reservation capability; and
- (g) Any constraints on capacity or service availability.

**CATEGORY 18. INTEREST AND FINANCING COSTS.**

*If the applicant will pay for interest or other financing costs of a project using assistance awarded under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), the Fixed Guideway Capital Investment Grants Program (49 U.S.C. § 5309), or any program that must comply with the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310), “flex funds” from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)), or awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the following certification. This certification is required by 49 U.S.C. §§ 5307(e)(3) and 5309(k)(2)(D).*

The applicant certifies that:

- (a) Its application includes the cost of interest earned and payable on bonds issued by the applicant only to the extent proceeds of the bonds were or will be expended in carrying out the project identified in its application; and
- (b) The applicant has shown or will show reasonable diligence in seeking the most favorable financing terms available to the project at the time of borrowing.

**CATEGORY 19. CYBERSECURITY CERTIFICATION FOR RAIL ROLLING STOCK AND OPERATIONS.**

*If the applicant operates a rail fixed guideway public transportation system, it must make this certification. This certification is required by 49 U.S.C. § 5323(v). For information about standards or practices that may apply to a rail fixed guideway public transportation system, visit <https://www.nist.gov/cyberframework> and <https://www.cisa.gov/>.*

The applicant certifies that it has established a process to develop, maintain, and execute a written plan for identifying and reducing cybersecurity risks that complies with the requirements of 49 U.S.C. § 5323(v)(2).

**CATEGORY 20. PUBLIC TRANSPORTATION ON INDIAN RESERVATIONS FORMULA AND DISCRETIONARY PROGRAM (TRIBAL TRANSIT PROGRAMS).**

*Before FTA may provide Federal assistance for an Award financed under either the Public Transportation on Indian Reservations Formula or Discretionary Program authorized under 49 U.S.C. § 5311(c)(1), as amended by the FAST Act, (Tribal Transit Programs), the applicant must select the Certifications in Category 21, except as FTA determines otherwise in writing. Tribal Transit Program applicants may certify to this Category and Category 1 (Certifications and Assurances Required of Every Applicant) and need not make any other certification, to meet Tribal Transit Program certification requirements. If an applicant will apply for any program in addition to the Tribal Transit Program, additional certifications may be required.*

FTA has established terms and conditions for Tribal Transit Program grants financed with Federal assistance appropriated or made available under 49 U.S.C. § 5311(c)(1). The applicant certifies that:

- (a) It has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award.
- (b) It has or will have satisfactory continuing control over the use of its equipment and facilities acquired or improved under its Award.
- (c) It will maintain its equipment and facilities acquired or improved under its Award, in accordance with its transit asset management plan and consistent with FTA regulations, "Transit Asset Management," 49 CFR Part 625. Its Award will achieve maximum feasible coordination with transportation service financed by other federal sources.
- (d) With respect to its procurement system:
  - (1) It will have a procurement system that complies with U.S. DOT regulations, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," 2 CFR Part 1201, which incorporates by reference U.S. OMB regulatory guidance, "Uniform Administrative Requirements, Cost



- Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 200, for Awards made on or after December 26, 2014,
- (2) It will have a procurement system that complies with U.S. DOT regulations, “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments,” 49 CFR Part 18, specifically former 49 CFR § 18.36, for Awards made before December 26, 2014, or
  - (3) It will inform FTA promptly if its procurement system does not comply with either of those U.S. DOT regulations.
- (e) It will comply with the Certifications, Assurances, and Agreements in:
- (1) Category 05.1 and 05.2 (Charter Service Agreement and School Bus Agreement),
  - (2) Category 06 (Transit Asset Management Plan),
  - (3) Category 07.1 and 07.2 (Rolling Stock Buy America Reviews and Bus Testing),
  - (4) Category 09 (Formula Grants for Rural Areas),
  - (5) Category 15 (Alcohol and Controlled Substances Testing), and
  - (6) Category 17 (Demand Responsive Service).

#### **CATEGORY 21. EMERGENCY RELIEF PROGRAM.**

*An applicant to the Public Transportation Emergency Relief Program, 49 U.S.C. § 5324, must make the following certification. The certification is required by 49 U.S.C. § 5324(f) and must be made before the applicant can receive a grant under the Emergency Relief program.*

The applicant certifies that the applicant has insurance required under State law for all structures related to the emergency relief program grant application.

**FEDERAL FISCAL YEAR 2024 CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE PROGRAMS**

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: Tazewell County

The Applicant certifies to the applicable provisions of all categories: (*check here*) X.

*Or,*

The Applicant certifies to the applicable provisions of the categories it has selected:

<b>Category</b>	<b>Certification</b>
01 Certifications and Assurances Required of Every Applicant	_____
02 Public Transportation Agency Safety Plans	_____
03 Tax Liability and Felony Convictions	_____
04 Lobbying	_____
05 Private Sector Protections	_____
06 Transit Asset Management Plan	_____
07 Rolling Stock Buy America Reviews and Bus Testing	_____
08 Urbanized Area Formula Grants Program	_____
09 Formula Grants for Rural Areas	_____
10 Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	_____
11 Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	_____

12 Enhanced Mobility of Seniors and Individuals with Disabilities Programs

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13 State of Good Repair Grants

\_\_\_\_\_  
\_\_\_\_\_

14 Infrastructure Finance Programs

\_\_\_\_\_  
\_\_\_\_\_

15 Alcohol and Controlled Substances Testing

\_\_\_\_\_  
\_\_\_\_\_

16 Rail Safety Training and Oversight

\_\_\_\_\_  
\_\_\_\_\_

17 Demand Responsive Service

\_\_\_\_\_  
\_\_\_\_\_

18 Interest and Financing Costs

\_\_\_\_\_  
\_\_\_\_\_

19 Cybersecurity Certification for Rail Rolling Stock and Operations

\_\_\_\_\_  
\_\_\_\_\_

20 Tribal Transit Programs

\_\_\_\_\_  
\_\_\_\_\_

21 Emergency Relief Program

\_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE**

**AFFIRMATION OF APPLICANT**

Name of the Applicant: Tazewell County

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in the federal fiscal year, irrespective of whether the individual that acted on his or her Applicant’s behalf continues to represent it.

The Certifications and Assurances the Applicant selects apply to each Award for which it now seeks, or may later seek federal assistance to be awarded by FTA during the federal fiscal year.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, “Program Fraud Civil Remedies,” 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

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

Signature \_\_\_\_\_ Date: 3/18/24

Name J. David Zimmerman, Tazewell County Board Chairman Authorized Representative of Applicant

**AFFIRMATION OF APPLICANT'S ATTORNEY**

For (Name of Applicant): Tazewell County

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

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature \_\_\_\_\_ Date: 3/13/24

Name Kevin Johnson, Tazewell County State's Attorney Attorney for Applicant

*Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.*



**Non-Vehicle Inventory Summary**

Instructions: Please complete the table below for all non-vehicle assets owned by your agency

Grantee	Capital Asset Use or Description	Contract No.	Asset ID or Serial No.	Title Holder	Location of Asset	State Grant No.	Federal Grant No.	Total Purchase Price	State Funds	State %	Federal Funds	Federal %	Date Placed in Service	Condition of Asset (G,F,P)	Date of Last IDOT Inspection	Date of Last Disposition
Equipment	Add Equipment	Delete Equipment														
Tazewell County	none															
Service Vehicles	Add Service Vehicle	Delete Service Vehicle														
Tazewell County	none															
Facilities	Add Facility	Delete Facility														
Tazewell County	Garage		Garage 1	Tazewell County	Morton, IL	RPT-86-51	88,323	\$210,000	\$42,000	20	\$168,000	\$80	7/1/1988	F	11/20/2019	
Disposed Equipment	Add Disposed Equipment	Delete Disposed Equipment														
Tazewell County	none															

Does your agency own state pass-through, federally-funded real property (not including real property for which your agency received funding directly from the FTA)?  Yes  No

**certification:** Grantee certifies under oath that except as otherwise provided by Federal statutes or by the Federal awarding agency, any federally-funded real property will be used exclusively for the originally authorized purpose as long as needed for that purpose, during which time the grantee or subrecipient must not dispose of or encumber its title or other interests. Grantee certifies that when real property is no longer needed for the originally authorized purpose, the grantee will obtain disposition instructions from the Federal awarding agency or pass-through entity.

Signature & Date

*Quinn Cook* 3/12/24  
 Title  
 Tazewell County PCOM



### Vehicle Inventory Summary

Vehicle Condition Code      Vehicle Status Code  
 Excellent (E)                      Active (A)  
 Good (G)                            Reserve (R)  
 Fair (F)                              Out-of-Service (O)  
 Poor (P)                              Replaced (RPL)  
 Inoperable (I)                      Disposed (D)

VIN	Title Holder/Owner	Operator	Bus Fleet No.	Chassis Year	Chassis Manuf.	Vehicle Type and Seating Capacity	Vehicle Length (in Ft.)	State Grant No.	Federal Grant No.	Acquisition Cost	Rate of Federal Participation	Date Placed In Service	FTA Eligible Replacement Date	Current Mileage	Current Vehicle Condition	Date of Last IDOT Inspection	Vehicle Status
Paratransit Vehicles	Add Paratransit Vehicle	Delete Paratransit Vehicle															
1FDFE4FS2ADB02269	Tazewell County	TCRC, Inc. DBA We Care	70	2010	Ford	Medium Duty 14	24	CAP04879	IL030236	\$57,746	80	2/24/2011	1/1/2019	386,602	I		O
1FDFE4FS4CDA19171	Tazewell County	TCRC, Inc. DBA We Care	73	2012	Ford	Medium Duty 14	24	CAP04879	IL80025	\$57,714	80	2/16/2012	1/1/2018	365,425	P		R
1FDFE4FS2CDB21813	TCRC, Inc. DBA We Care	TCRC, Inc. DBA We Care	74	2012	Ford	Medium Duty 14	24	N/A	N/A	\$57,727	0	10/16/2012	0	346,851	P		R
1FDFE4FS9EDB17342	TCRC, Inc. DBA We Care	TCRC, Inc. DBA We Care	75	2014	Ford	Medium Duty 14	24	N/A	N/A	\$61,108	0	10/24/2014	0	285,288	P		A
1FDFE4FS1GDC07801	Tazewell County	TCRC, Inc. DBA We Care	76	2016	Ford	Medium Duty 14	24	CAP131021	N/A	\$55,806	0	10/9/2015	1/1/2023	296,817	P		A
1FDFE4FS3GDC07802	Tazewell County	TCRC, Inc. DBA We Care	77	2016	Ford	Medium Duty 14	24	CAP131021	N/A	\$55,806	0	10/9/2015	1/1/2023	321,513	P		A
1FDFE4FS5GDC07803	Tazewell County	TCRC, Inc. DBA We Care	78	2016	Ford	Medium Duty 14	24	CAP131021	N/A	\$55,806	0	10/9/2015	1/1/2023	240,553	P		A
1FDFE4FS7GDC07804	Tazewell County	TCRC, Inc. DBA We Care	79	2016	Ford	Medium Duty 14	24	CAP131021	N/A	\$55,806	0	10/9/2015	1/1/2023	282,822	P		A
1FDFE4FS0GDC07806	Tazewell County	TCRC, Inc. DBA We Care	80	2016	Ford	Medium Duty 14	24	CAP131021	N/A	\$55,806	0	10/9/2015	1/1/2023	288,550	P		A
1FDFE4FS3GDC57079	Tazewell County	TCRC, Inc. DBA We Care	81	2016	Ford	Medium Duty 14	24	CAP131021	IL3420007	\$56,755	100	7/20/2016	1/1/2023	280,534	P		A
1FDFE4FS9HDC70985	Tazewell County	TCRC, Inc. DBA We Care	83	2017	Ford	Medium Duty 14	24	CAP131021	IL1BX031	\$56,755	100	7/20/2016	1/1/2023	221,396	P		A
1FDFE4FS6HDC70989	Tazewell County	TCRC, Inc. DBA We Care	84	2017	Ford	Medium Duty 14	24	CAP131021	IL201708	\$56,755	100	12/9/2017	1/1/2025	139,203	G		A
1FDFE4FSXJDC36432	Tazewell County	TCRC, Inc. DBA We Care	85	2018	Ford	Medium Duty 14	24	CAP131021	IL201718	\$58,162	100	12/9/2017	1/1/2025	153,768	G		A
1FDFE4FS8JDC36445	Tazewell County	TCRC, Inc. DBA We Care	86	2018	Ford	Medium Duty 14	24	CAP131021	IL2018015	\$59,158	100	10/12/2018	1/1/2026	138,192	G		A
1FDFE4FN0MDC01123	Tazewell County	TCRC, Inc. DBA We Care	87	2021	Ford	Medium Duty 14	24	CAP131021	IL2018015	\$59,158	100	10/12/2018	1/1/2026	94,632	E		A
1FDFE4FN1MDC02118	Tazewell County	TCRC, Inc. DBA We Care	88	2021	Ford	Medium Duty 14	24	CAP201103	IL2020006	\$60,247	100	12/10/2020	1/1/2028	136,357	G		A
Fixed Route Vehicles	Add Fixed Route Vehicle	Delete Fixed Route Vehicle															
ARRA Funded Vehicles	Add ARRA Vehicle	Delete ARRA Vehicle															
Section 5309 Vehicles	Add 5309 Vehicle	Delete 5309 Vehicle															

VIN	Title Holder/Owner	Operator	Bus Fleet No.	Chassis Year	Chassis Manuf.	Vehicle Type and Seating Capacity	Vehicle Length (in Ft.)	State Grant No.	Federal Grant No.	Acquisition Cost	Rate of Federal Participation	Date Placed in Service	FTA Eligible Replacement Date	Current Mileage	Current Vehicle Condition	Date of Last IDOT Inspection	Vehicle Status
Disposed Vehicles	Add/Disposed Vehicle	Delete/Disposed Vehicle															
1FAHP24157G145247	We Care, Inc. of Morton	We Care, Inc. of Morton	49	2,007	Ford	Car	4	N/A	N/A	\$14,594	0	7/12/2010	0	292,513	I	1/11/2016	D
1FA6POH7XFR295095	We Care, Inc. of Morton	We Care, Inc. of Morton	52	2,015	Ford	Car	4	N/A	N/A	\$12,500	0	5/16/2019	0	112,475	I	0	D
1FDME4S568DA13735	We Care, Inc. of Morton	We Care, Inc. of Morton	61	2,008	Ford	Medium Duty 14	24	N/A	N/A	\$47,570	0	2/22/2008	0	333,741	I	1/11/2016	D
1FDJE4S09DA92287	Tazewell County	We Care, Inc. of Morton	66	2,008	Ford	Medium Duty 14	24	CAP04879	IL030230	\$57,714	80	2/25/2010	1/1/2018	364,867	I	1/11/2016	D
1FDJE4FS0CDA21595	TCRC, Inc. DBA We Care	TCRC, Inc. DBA We Care	71	2,012	Ford	Medium Duty 14	24	N/A	N/A	\$57,727	0	1/18/2012	0	374,429	I		D
1FDJE4FS2CDA19170	Tazewell County	We Care, Inc. of Morton	72	2,012	Ford	Medium Duty 14	24	CAP04879	IL80025	\$57,714	80	2/25/2010	1/1/2018	381,413	I	1/14/2016	D
1FDJE4FS8GDC57076	Tazewell County	TCRC, Inc. DBA We Care	82	2,016	Ford	Medium Duty 14	24	CAP131021	IL1BX031	\$56,755	100	7/20/2016	1/1/2023	179,534	I	7/20/2016	D





IDOT, as a pass-through entity, has the responsibility to assess the risk of any potential grantees (sub-recipients) by administering a Fiscal and Administrative Risk Assessment, also known as an ICQ. The ICQ is required to be submitted annually for each organization (grantee) that will be receiving grant funding from IDOT. The ICQ asks about the organization's current internal controls. Because some of the questions are technical in nature, a person with a financial background is best suited to complete some portions of the ICQ.

Instructions can be found on the last page. Once completed, click on the Email button to submit the ICQ to GATA.

Legal Name of Entity	Tazewell County Resource Centers, Inc.
FEIN Number	37-6016936
UEI Number	XS5BNB8XLGA1
State Fiscal Year	2025
Executive Director or Equivalent	Jamie Durdel
Chief Financial Officer or Equivalent	Amy Svymbersky

**Section 1 - Quality of Management Systems (200.302)**

**1.1 Describe the organization's accounting system**

- Manual and/or Spreadsheet Driven
- Automated - off the shelf
- Automated - Written in-house or by consulting firm
- Not Applicable

**1.2 Does the accounting system require users to have separate sign in/log on credentials for access and approval?**

- Yes
- No

**1.3 Have there been any new accounting systems implemented during the last fiscal year?**

- Yes
- No

**1.4 Does the accounting system or related written policies and procedures separate the receipt and expenditure of grant funds at the grant level?**

- Tracked in the accounting system
- Tracked outside of the accounting system with spreadsheets
- No

**1.5 Does the accounting system or related written policies and procedures include a formal chart of accounts that provides the ability to record transactions by the categories of the approved budget?**

- Yes
- No

**1.6 How often are the general ledger accounts reconciled?**

- Monthly
- Quarterly
- Semi-Annually
- Annually
- Not Done

**1.7 Does the organization require monthly bank reconciliations?**

- Yes
- No

1.8 Does the organization have written policies and procedures regarding proper segregation of duties for fiscal activities that include but are not limited to: a) authorization of transactions, b) recordkeeping for receipts and payments, and c) cash management?

- Yes
- No

**Section 2 - Financial and Programmatic Reporting (200.328-329)**

2.1 Does the organization have a written review and approval processes over financial and programmatic reporting?

- Yes
- No

2.2 Are the annual financial statements prepared in accordance with Generally Accepted Accounting Principles (GAAP) or on a basis acceptable by the regulatory agency?

- Yes
- No

2.3 Does the organization have written policies and procedures to ensure program performance measures tie to financial data (i.e. budget/spending plan)?

- Yes
- No
- Not Applicable

2.4 Has the organization taken steps to ensure the individuals that prepare, review and approve reports possess the financial and/or programmatic required knowledge, skills and abilities?

- Yes
- No

2.5 Who prepares the organization's financial statements?

- Trained staff who work for the organization
- Financial consultants who are not from the organization's audit firm
- Independent auditors who conduct the financial statement audit

2.6 Who prepares the organization's program performance reports

- Trained staff who work in the specific program
- Grant Managers or Program Directors
- Organizational management outside of the program

2.7 Has the organization submitted grant reporting requirements in a timely manner for prior grant awards?

- Always
- Sometimes
- Never
- Not Applicable

**Section 3 - Cost Principles (200.400)**

3.1 Does the organization have written policies and procedures that support compliance with cost principles?

- Yes
- No

3.2 Does the organization have written policies and procedures for allocating costs?

- Yes
- No

3.3 Are costs recorded consistently with regulations and written policies and procedures to address uniformity to both grant awards and other activities of the organization?

- Yes
- No

**3.4 Does the organization charge indirect costs?**

- Yes
- No (Skip Question 3.5)

**3.5 Identify the organization's approved indirect cost rate/election.**

- Federally negotiated indirect cost rate
- Federal rate maintained internally (FRMI)
- State negotiated indirect cost rate
- De minimis election
- Waive-Single function entity (ICR rate not needed)
- The organization will make an election within the required time frame

**3.6 Does the organization maintain adequate documentation to support all costs charged to the grant awards?**

- Yes
- No

**Section 4 - Organizational Governance & History of Performance (2 CFR 200.206(b)(2)(iii))**

**4.1 Does the organization have a governing body (Including but not limited to: Board of Directors, Board of Trustees, City Council, County Board, Senior Management Team, Governor's Office, etc.)?**

- Yes
- No

**4.2 Is financial information, including budget to actual revenue and expenditure reports, provided to organizational leadership or the governing body members regularly?**

- Always
- Sometimes
- Never

**4.3 Is the governing body or organizational leadership engaged in audit function activities such as selection of an audit firm, audit firm's presentation of audit results, or follow up on corrective action of audit findings?**

- All audit function activities
- Some audit function activities
- Not involved in audit activities

**4.4 Has the organization ever received federal transportation grants/awards directly from a Federal Agency?**

- Yes
- No

**4.5 What is the organizations years of experience managing State or Federal transportation grants?**

- 0-3 Years Experience
- 4-6 Years Experience
- 7+ Years Experience

**4.6 Has your organization ever been placed on the Illinois stop payment list or been debarred or suspended from doing business with State or Federal Government?**

- Yes
- No

**4.7 Have any members of your organization (including staff) been debarred or suspended from doing business with State or Federal Government?**

- Yes
- No

**Section 5 - Property Standards (200.310-316)**

5.1 Does the organization make purchases of equipment of \$5,000 or more with grant funding?

Yes

No (Skip Questions 5.2 and 5.3)

5.2 Does the organization have written policies and procedures that meet applicable laws/regulations in place for equipment purchases over \$5,000?

Yes

No

5.3 A physical inventory of the property is taken and reconciled to the property records...

At least every 2 years

At least every 3 years

Less frequent than every 3 years

5.4 Is there a control system in place to ensure adequate safe guards to prevent loss, damage, theft, or authorized use of the property?

Yes

No

5.5 Does the organization have written policies and procedures for proper authorization of property disposals?

Yes

No

**Section 6 - Procurement (200.317-327)**

6.1 Does the organization have written policies and procedures for the procurement of goods and services with grant funds?

Yes

No

Not Applicable (Skip to Next Section - Question 7.1)

6.2 Does the organization have written policies and procedures that forbid employees, management officers or agents from participating in the selection, award or administration of a contract supported by a grant award if there is a real or an appearance of a conflict of interest?

Yes

No

6.3 Does the organization have written policies and procedures that forbid contractors who develop or draft specifications, requirements, statement of work (scope of services) or request for proposals from competing for such procurements?

Yes

No

**Section 7 - Sub-Recipient Monitoring (200.331-333)**

7.1 Does the organization have written policies and procedures that document subrecipient and contractor determinations?

Yes

No

Not Applicable - Organization does not have sub-recipients (Skip to Question 8.1)

7.2 In those determinations, has the organization identified any subrecipients?

Yes

No (Skip to Question 8.1)

7.3 Does the organization have written policies and procedures for assessing subrecipient risk and monitoring program implementation?

Yes

No

**Section 8 - Budgetary Controls (200.308)**

- 8.1 Does the accounting system or related written policies and procedures identify expenses in excess of available budget?  
Yes   
No
- 8.2 Are adequate controls in place to ensure necessary budget revisions receive prior approval from the grantor when applicable?  
Yes   
No
- 8.3 Does the organization have written policies and procedures allocating personnel time and effort by funding source?  
Yes   
No
- 8.4 Does the organization have written policies and procedures to ensure that all salaries and wages charged to grants accurately reflect work performed (i.e., time and effort or after the fact payroll verification)?  
Yes   
No

**Section 9 - Ability to Effectively Implement Requirements (2 CFR 200.206(b)(2)(v))**

- 9.1 Does the organization have written policies and procedures to ensure accurate tracking of grant deliverables and performance measures?  
Yes   
No
- 9.2 Does the organization have written policies and procedures to ensure that programmatic activities are allowable per the grant agreement and state and federal regulations?  
Yes   
No
- 9.3 Are the terms of the executed agreement and budget shared with the performance or program management staff?  
Yes   
No
- 9.4 Does the organization have written policies and procedures for determining participant eligibility?  
Yes   
No   
Not Applicable - program/services we provide do not require eligibility determination (Skip to Question 10.1)
- 9.5 Does the organization have written policies and procedures for maintaining support documentation of the participant eligibility determination?  
Yes   
No

**Section 10 - Audit (200.501)**

- 10.1 Have there been any changes in key organizational personnel since the last audit, such as Fiscal and Administrative Management, Executive Director, and/or Program Management?  
Yes   
No
- 10.2 Has the organization had a financial statement audit conducted in the past year?  
Yes   
No (End of Questionnaire)

**10.3 What type of financial statement audit has the organization had conducted?**

- Financial audit conducted in accordance with Generally Accept Auditing Standards
- Financial audit conducted in accordance with Generally Accept Government Auditing Standards
- Single Audit/Program Specific Audit in accordance with 2 CFR 200.501

**10.4 Did the audit disclose findings considered to be significant deficiencies or material weaknesses?**

- Yes
- No (End of Questionnaire)

**10.5 Have prior audit findings and/or recommendations been adequately cleared and/or a Corrective Action Plan (CAP) implemented?**

- CAP not implemented
- CAP partially implemented (less than half)
- Majority of CAP implemented (more than half)
- CAP fully implemented

Submitted By	Title	E-mail	Phone
Molly Anderson	VP of Transportation	molly@tcrorg.com	(309) 347-7148

By checking this box, the Executive Director or Chief Financial Officer (or equivalents) of this entity certifies that, to the best of my knowledge, all information provided on this form is true and correct.

## Instructions

Below are instructions on how to complete the ICQ. If you have any questions or need technical assistance, please contact [DOT.GATA@Illinois.gov](mailto:DOT.GATA@Illinois.gov). One of our staff will get back to you within three working days, or sooner.

Step 1: Enter the legal name of your entity.

Step 2: Enter the entities Federal Employee Identification Number (also known as a FEIN or TIN)

Step 3: Enter the entities Unique Entity Identifier (UEI). The UEI is issued by [sam.gov](http://sam.gov) and is a requirement for federal grants. The UEI is a 12-digit alpha-numeric number.

Step 4: Select the applicable State Fiscal year for which you will be applying or receiving grants from. The state fiscal year is 7/1/XX through 6/30/XX. State Fiscal year 2024 is 7/1/23 through 6/30/24, for example.

Step 5: Enter the name of the Executive Director or Equivalent for your organization (usually the highest-level position)

Step 6: Enter the name of the Chief Financial Officer or Equivalent (i.e. -Treasurer).

Step 7: Complete all 10 Sections of the questionnaire. Each question only requires one answer. If you miss a question, your ICQ will be considered incomplete. Depending on how you answer some questions, other questions may not be required (or skipped). If you need to change an answer, unclick on the checkbox first, then select your correct answer. If you need to start over, you can select "Reset Form" at the top of the page.

Step 8: Review the questionnaire for accuracy and have your Executive Director and/or Chief Financial Officer review before submitting.

Step 9: Complete the Submitted By, Title, Email, and Phone section. IDOT will use this information if we need to contact you.

Step 10: Complete the Assessment Certification. Once you click on the assessment checkbox, the form should be considered final.

Step 11: Print the completed ICQ and retain for your files.

Step 12: Scroll to the top and select "Email". This will attach the form to an email, which will include standard language for the subject, and it will auto populate [Dot.GATA@Illinois.gov](mailto:Dot.GATA@Illinois.gov) as who to email the form to. Our staff will review and grade the ICQ for your organization. All IDOT grant programs that are identified as exempt will utilize the results of the ICQ. **\*YOU ONLY NEED TO COMPLETE 1 IDOT ICQ PER FISCAL YEAR, PER ORGANIZATION FEIN/UEI.**

Step 13: If there were any risks identified in the risk assessment, your grant agreement will note the section the risk pertained to, and how to remedy the risk and the required time frames for correction.

**COMMITTEE REPORT**

Mr. Chairman and Members of the Tazewell County Board:

Your Executive Committee has considered the following RESOLUTION and recommends that it be adopted by the Board:

-----  
**RESOLUTION**

WHEREAS, the County’s Executive Committee recommends to the County Board to approve grant application for the Downstate Operating Assistance Grant Agreement made by TCRC, Inc. DBA We Care.

THEREFORE BE IT RESOLVED that the County Board approve this recommendation.

BE IT FURTHER RESOLVED that the County Clerk notifies the County Board Office, TCRC, Inc. DBA We Care, the Treasurer and the Auditor of this action.

PASSED THIS 27<sup>th</sup> DAY OF MARCH, 2024.

ATTEST:

\_\_\_\_\_  
Tazewell County Clerk

\_\_\_\_\_  
Tazewell County Board Chairman





# Description of Applicant's Organization



1. Individual authorized by the Applicant to submit this application

Authorized Official Signature (must be same as listed on OP-I) Date

	3/18/24
--	---------

Title

Tazewell County Board Chairman

2. Individual directly responsible for the implementation of the Program of Proposed Expenditures

Name

Dawn Cook

Title

PCOM - Director of Tazewell County EMA

3. Individual directly authorized to sign and certify the Quarterly Financial Reports (OP-10 forms)

Name

Dawn Cook

Title

PCOM - Director of Tazewell County EMA

4. Year Created 5. Means Created

1827

Ordinance

6. Does your Agency have special tax authority for transit?  Yes  No If "Yes", what is:

- a. the current level your Agency will tax at in FISCAL YEAR
- b. the total FISCAL YEAR estimated revenue
- c. the total FISCAL YEAR actual revenue

7. Please attach a full description or map of your Agency's territorial boundaries as defined on the next page and provide the following information regarding your Territorial Boundaries:

City/County	Population	Square Miles	Pop Density
Tazewell County	131,803	658	210

- 8. Please attach a full description and map of your Agency's service area as defined below.
- 9. Please attach a full description and map of your Agency's contiguous-area service as defined below.
- 10. Please attach a full description or map of any services provided by your Agency identified as ineligible service. (Note: Any revenue or expense associated with these services should be excluded from budget.)
- 11. Transit System Management  In-House Management  Contract Management

### DESCRIPTION

- Service Area** A participant's territorial boundaries, plus any eligible Service Extensions, plus any Contiguous-Area Service. (See 30 ILCS 740.)
- Contiguous-Area Service** Service provided by a participant within any county that is contiguous to its territorial boundaries as defined by the Department and subject to Departmental approval. Participant must certify to the Department that any such contiguous-area service provided after July 1, 2007, meets the requirements of 30 ILCS 740/2-5.1 in order to receive reimbursement for the service. (See 30 ILCS 740/2-7(b-20).)
- Service Extensions** Service that is provided beyond the participant's territorial boundaries, where one end of a passenger trip (either origin or destination) is within the territorial boundaries. (See 70 ILCS 3615 and 30 ILCS 740/2-5.)

### Territorial Boundaries for:

- Municipal Participants** The municipal or corporate boundaries of the participant.
- Mass Transit Districts** The district boundaries on file with the Illinois Secretary of State's Office. (See 70 ILCS 3610/5.)

### INELIGIBLE SERVICE

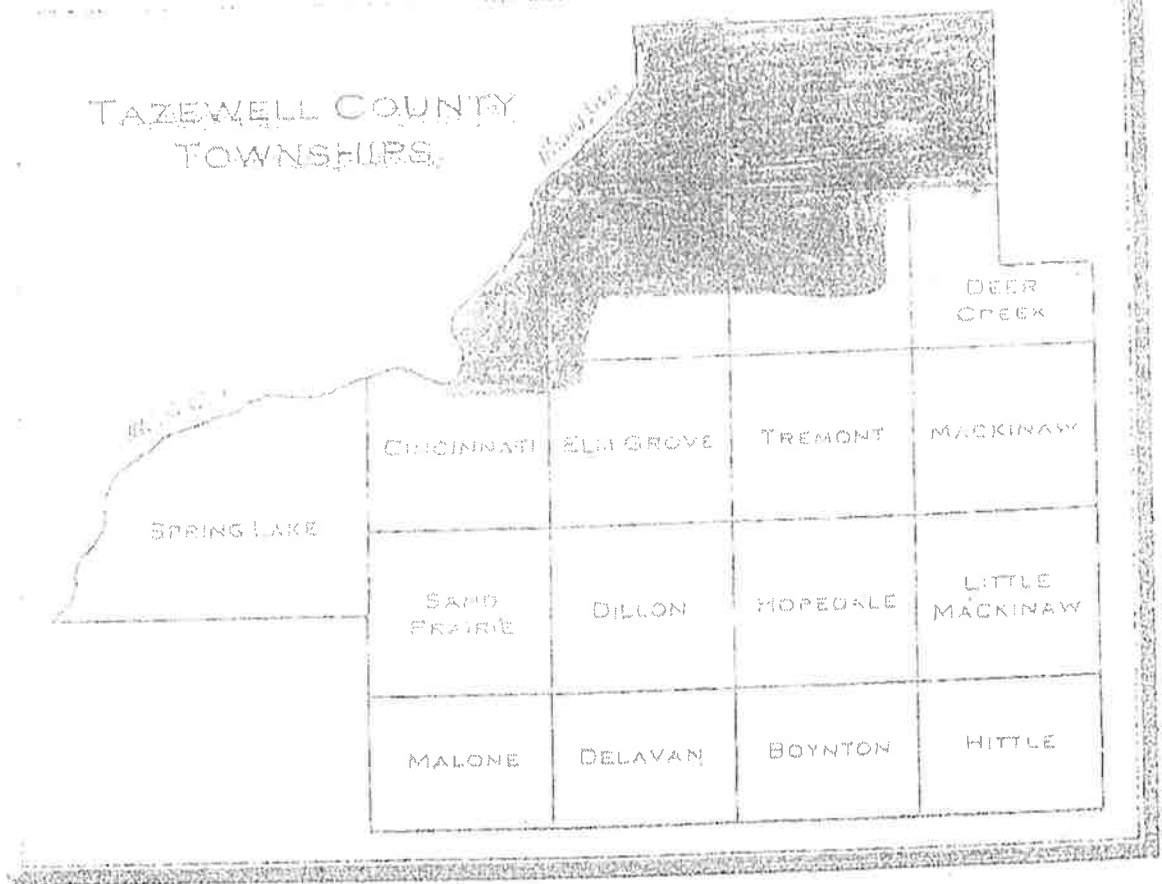
- Service operated totally outside a participant's territorial boundaries, unless it is Contiguous Area Service allowed for under 30 ILCS 740/2-7(b-20).
- Effective FY2002: Service extensions beyond a Mass Transit District's territorial limits which do not have documented approval of the required governing bodies. (See 70 ILCS 3610/5).
- Service extensions beyond a Section 5311 recipient's territorial boundaries which are non-incident service within urbanized areas. (See Section 5311 program guidelines.)

## TAZEWELL COUNTY 5311 SERVICE AREA

Grantee proposes to provide transportation services in a non-urbanized area of Illinois; rural areas of Tazewell County included in the Section 5311 service area are: Deer Creek, Groveland, Mackinaw, Tremont, Minier, Armington, Hopedale, Delavan, Green Valley, South Pekin, and the following townships with no incorporated communities, Spring Lake, Malone, Dillon, Boynton.

Urban/Metro communities not in Tazewell County's rural service area include, Creve Coeur, Marquette Heights, North Pekin, Pekin, East Peoria, Washington, and Morton.

TAZEWELL COUNTY  
TOWNSHIPS



Tazewell County Genealogical & Historical Society© - 1999

Tazewell County Section 5311 (approximate) Service Area

In Service Area ----- (RURAL)

Out Of Service Area ----- (URBAN)

# Tazewell County, Illinois

**Tazewell County** (/tæzwɛl/) is a county in the U.S. state of Illinois. According to the 2010 census, it had a population of 135,394.<sup>[1]</sup> Its county seat and largest city is Pekin.<sup>[2]</sup> It is pronounced with a short "a", to rhyme with "razz" rather than "raze".

Tazewell County is part of the Peoria, IL Metropolitan Statistical Area. The majority of the population lives along the county's western border.

## Tazewell County

U.S. county



Tazewell County Courthouse in Pekin



Seal



Location within the U.S. state of Illinois



Illinois's location within the U.S.  
Coordinates: 40°31'N 89°31'W

# Demographics

As of the 2010 United States Census, there were 135,394 people, 54,146 households, and 37,163 families living in the county.<sup>[12]</sup> The population density was 208.6 inhabitants per square mile (80.5/km<sup>2</sup>). There were 57,516 housing units at an average density of 88.6 per square mile (34.2/km<sup>2</sup>).<sup>[4]</sup> The racial makeup of the county was 96.2% white, 1.0% black or African American, 0.7% Asian, 0.3% American Indian, 0.5% from other races, and 1.3% from two or more races. Those of Hispanic or Latino origin made up 1.9% of the population.<sup>[12]</sup> In terms of ancestry, 35.6% were German, 15.6% were American, 14.4% were Irish, and 12.0% were English.<sup>[13]</sup>

Of the 54,146 households, 31.4% had children under the age of 18 living with them, 54.2% were married couples living together, 10.2% had a female householder with no husband present, 31.4% were non-families, and 26.3% of all households were made up of individuals. The average household size was 2.45 and the average family size was 2.94. The median age was 39.8 years.<sup>[12]</sup>

The median income for a household in the county was \$54,232 and the median income for a family was \$66,764. Males had a median income of \$50,372 versus \$34,747 for females. The per capita income for the county was \$27,036. About 6.3% of families and 7.9% of the population were below the poverty line, including 11.2% of those under age 18 and 4.5% of those age 65 or over.<sup>[14]</sup>

## Historical population

Census	Pop.	%±
1830	4,716	—
1840	7,221	53.1%
1850	12,052	66.9%
1860	21,470	78.1%
1870	27,903	30.0%
1880	29,666	6.3%
1890	29,556	-0.4%
1900	33,221	12.4%
1910	34,027	2.4%
1920	38,540	13.3%
1930	46,082	19.6%
1940	58,362	26.6%
1950	76,165	30.5%
1960	99,789	31.0%
1970	118,649	18.9%
1980	132,078	11.3%
1990	123,692	-6.3%
2000	128,485	3.9%
2010	135,394	5.4%
2019 (est.)	131,803 <span>[7]</span>	-2.7%

U.S. Decennial Census<sup>[8]</sup>  
 1790-1960<sup>[9]</sup> 1900-1990<sup>[10]</sup>  
 1990-2000<sup>[11]</sup> 2010-2019<sup>[1]</sup>

# Communities

## Cities

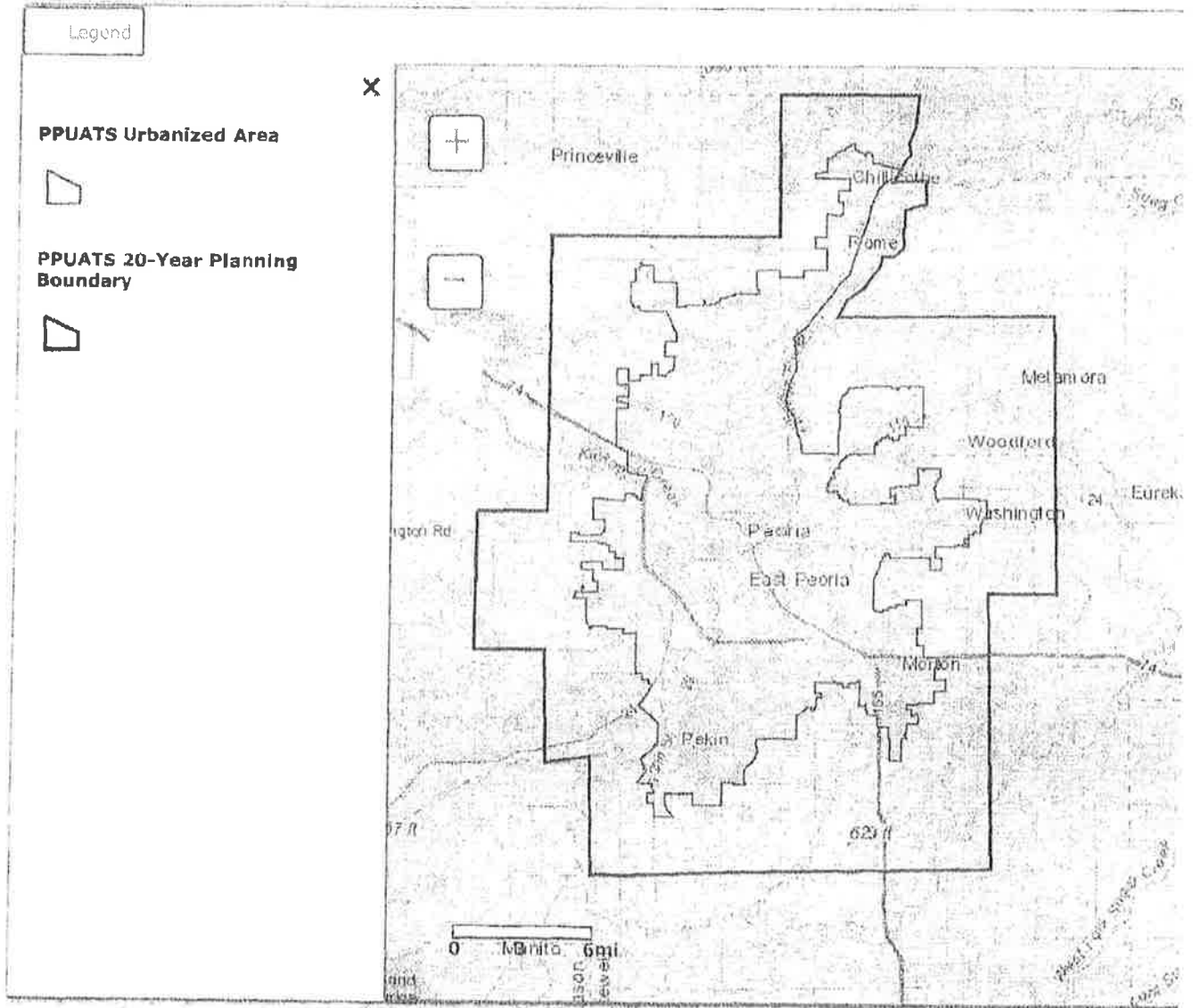
- [Delavan](#)
- [East Peoria](#)
- [Morton](#)
- [Marquette Heights](#)
- [Pekin \(seat\)](#)
- [Washington](#)

## Villages

- [Armington](#)
- [Creve Coeur](#)
- [Deer Creek](#)
- [Green Valley](#)
- [Hopedale](#)
- [Mackinaw](#)
- [Minier](#)
- [North Pekin](#)
- [South Pekin](#)
- [Tremont](#)

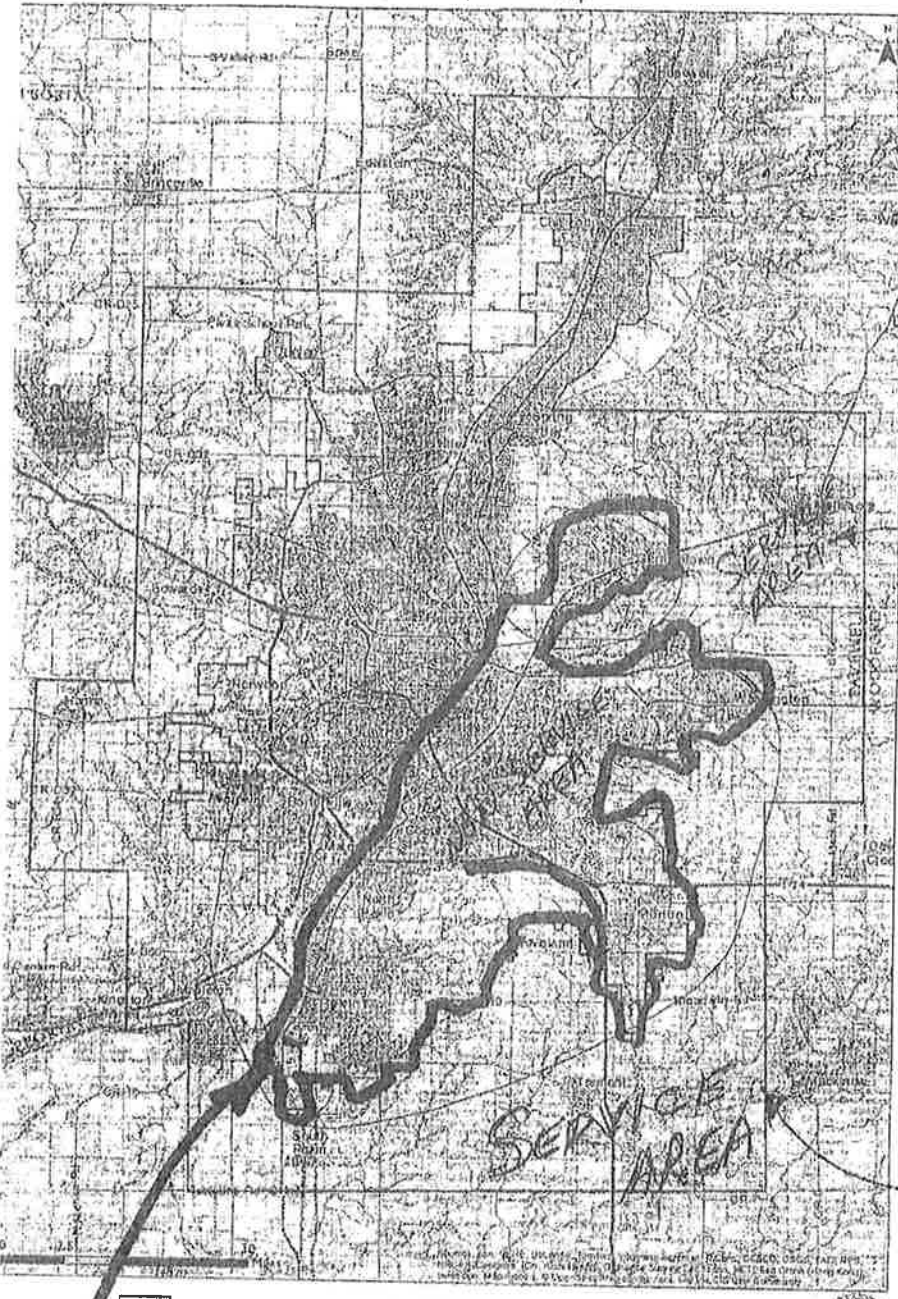
Urbanized area of Peoria – Pekin (PPUATS) is an ineligible service area unless the trip begins or ends in **RURAL** service area. The accompanying map depicts the PPUATS urbanized area.

# PPUATS Urbanized Area



# 2010 PPUATS Urbanized Area and 20-Year Planning Boundary

Approved by PPUATS Policy Committee May 7, 2014



SERVICE AREA

SERVICE AREA

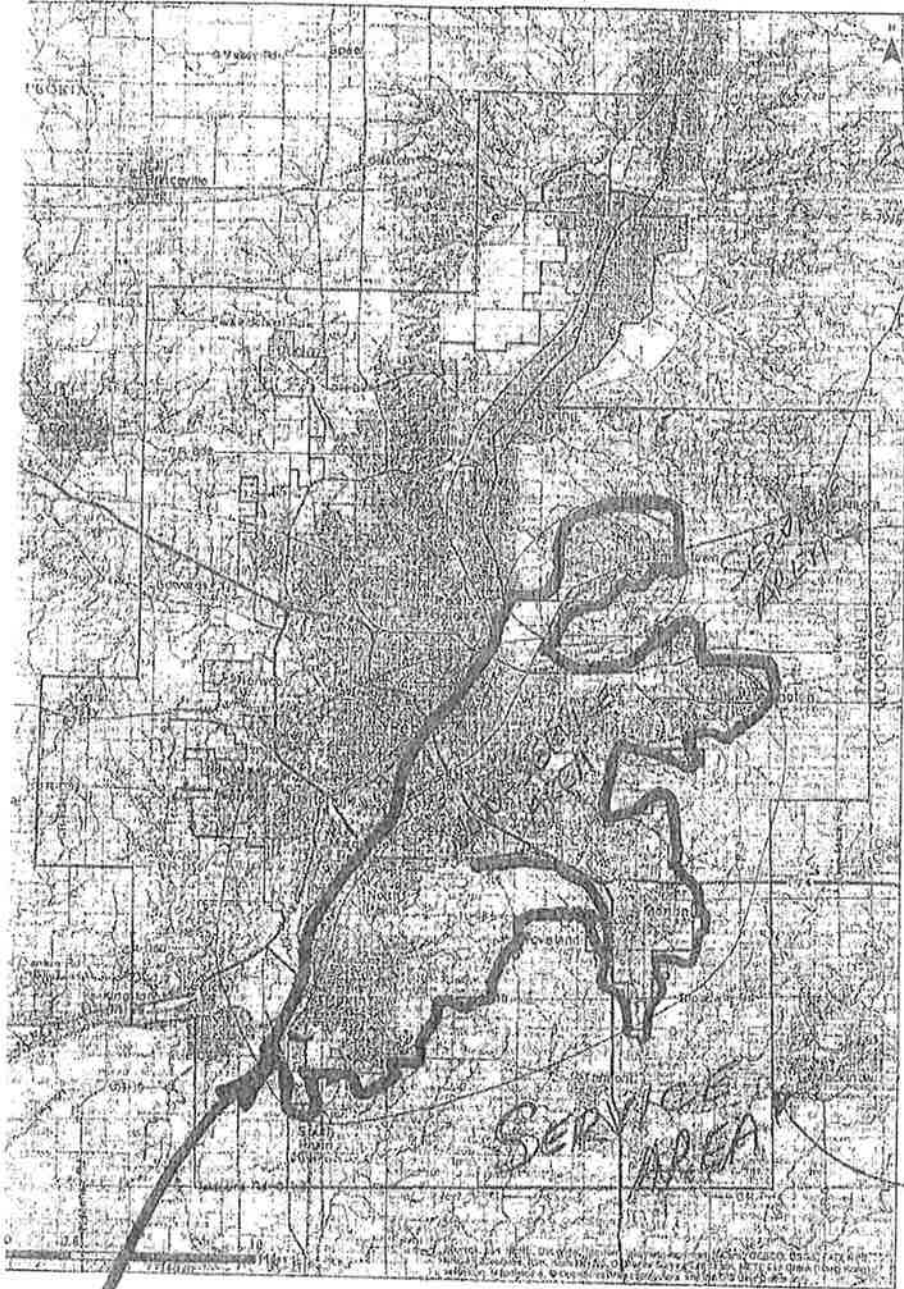
PPUATS Urbanized Area
  PPUATS 20-Year Planning Boundary

SB11 & DOAP Ineligible urbanized area Taxwell & Woodford Counties



**2010 PPUATS Urbanized Area and 20-Year Planning Boundary**

Approved by PPUATS Policy Committee May 7, 2014



SERVICE  
AREA

SERVICE  
AREA

PPUATS Urbanized Area
  PPUATS 20-Year Planning Boundary

S311  
 DOAP

*Ineligible urbanized area Tazewell & Woodford Counties*



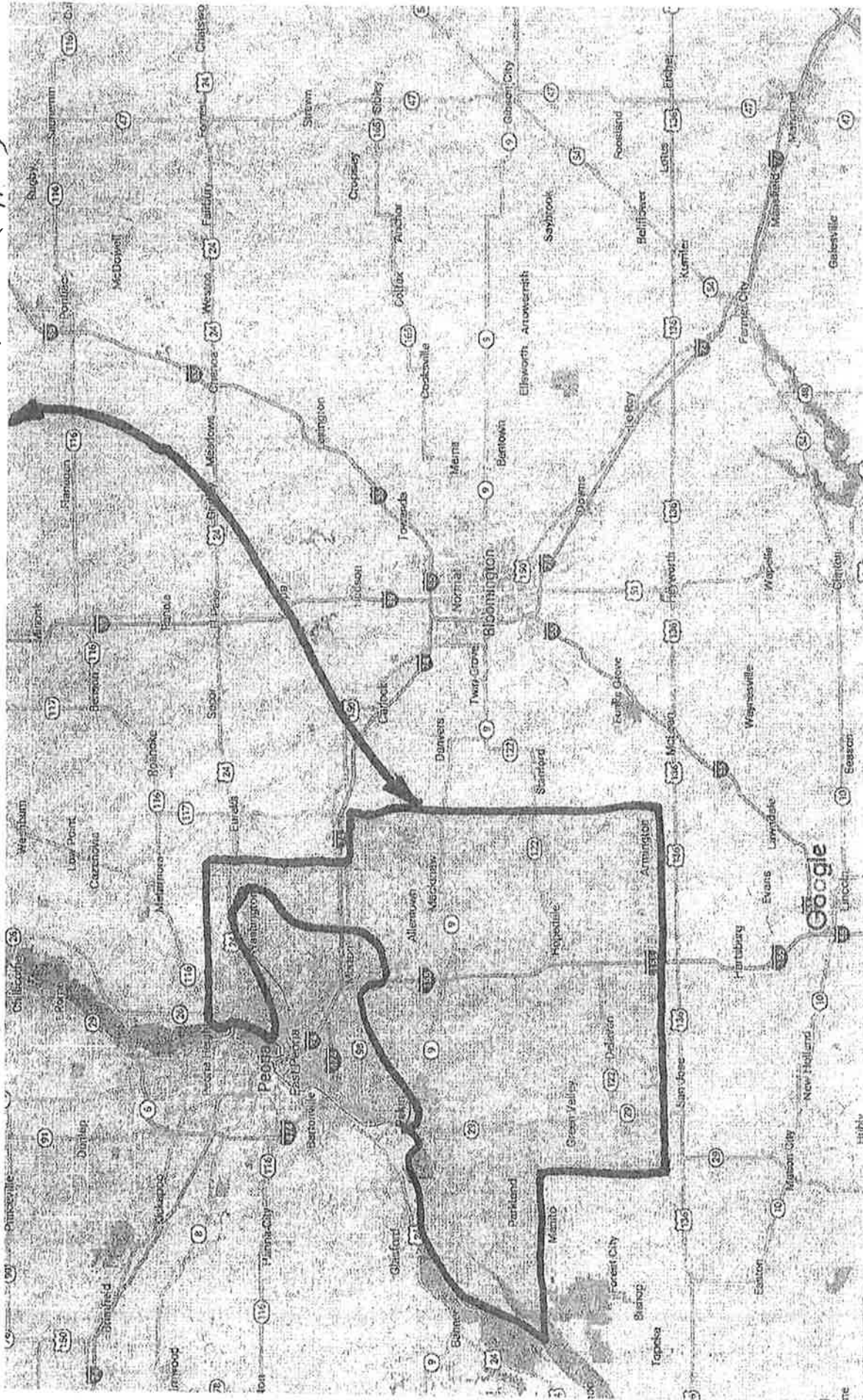
Please provide the website address for obtaining information on the routes and services currently provided by your agency.

Agency Website (URL)

[www.wecareofmorton.com](http://www.wecareofmorton.com) & [www.tazewell-il.gov](http://www.tazewell-il.gov)

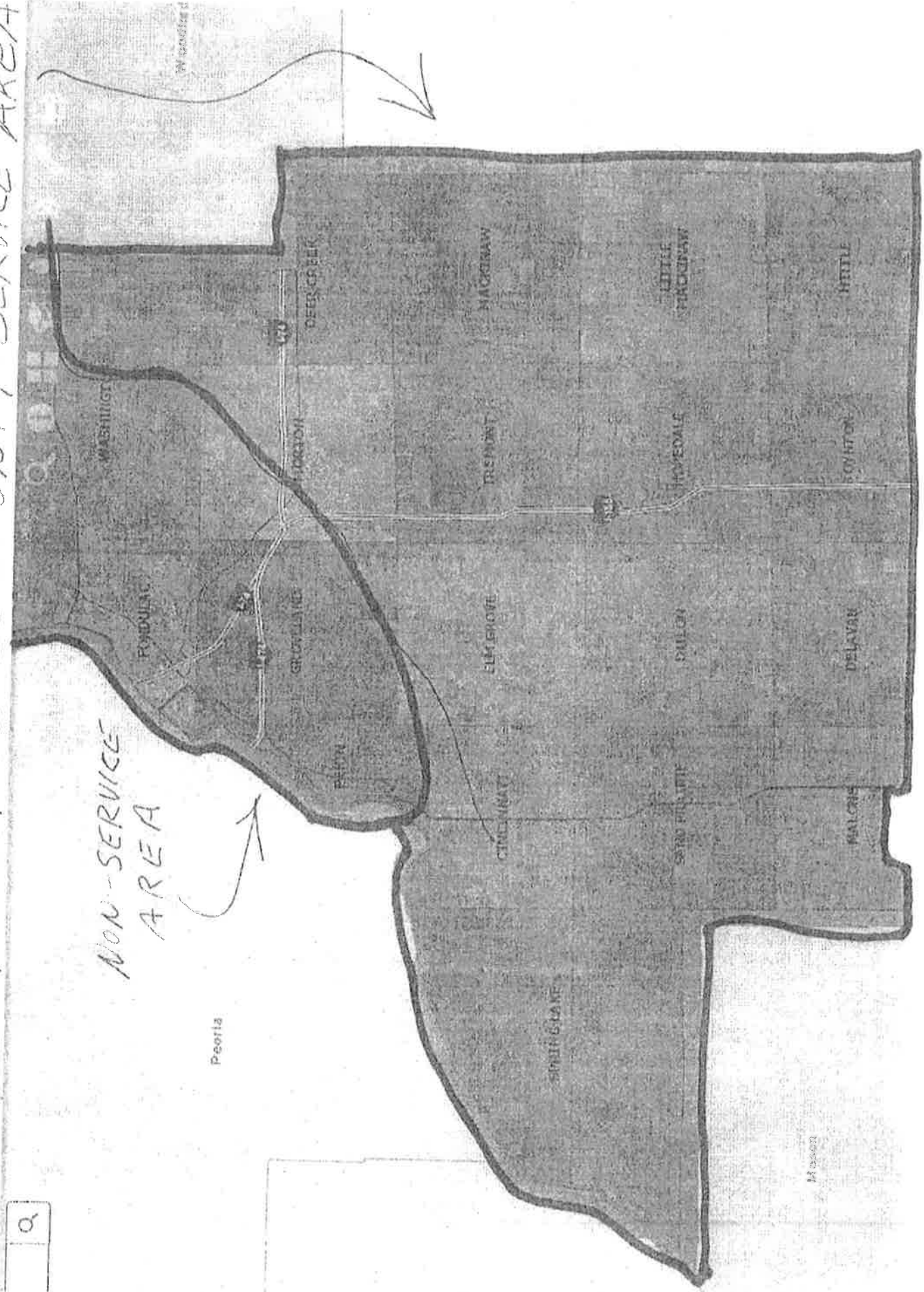
Please attach maps, route maps, brochures, etc., describing any route or service currently provided that is not available from the above website.

*We Care Service Area (Appx.)*



Map data ©2017 Google 5 mi

ewer 5311 & DOAP TAZEWELL COUNTY SERVICE AREA



0.5

# About us

**WE CARE** is the only non-profit organization of its kind in our community and even the county. It was established in 1975 to provide services that help individuals maintain independence and to improve the quality of life for those in need. As our citizens enjoy longer lives than ever before, the needs in later years become more diverse. Families are not always available to fulfill these needs; care then falls to the community through support services. During the last 45 years, our organization has been a valued source of assistance to the members of our community by providing support services for the elderly, disabled, and those in need.



*"We Care was certainly a gift from God when we need it... Your kindness will never be forgotten."*

Connie Lenox

# Our Mission

*Provide services that help individuals maintain independence and improve the quality of life for those in need.*



**Corporate Office**    **Transportation Garage**  
33 S. 4th Street    111 Detroit Parkway  
Pekin, Illinois 61554    Morton, Illinois 61550

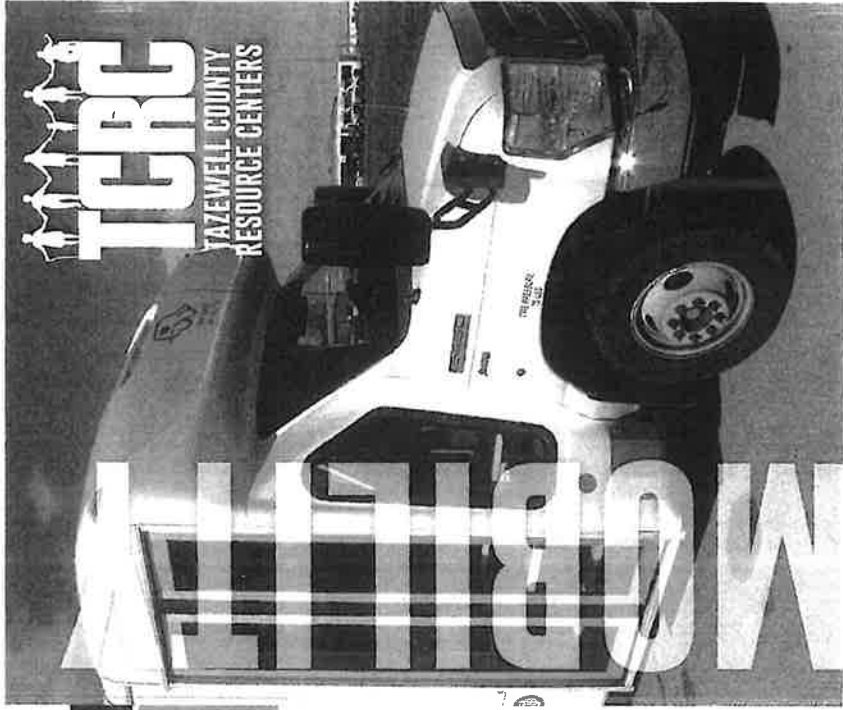
Community Service: (309) 263-1015  
Transportation: (309) 263-7708  
Fax: (309) 431-4254

[www.wecareofmorton.com](http://www.wecareofmorton.com)



These programs have been made possible in part, by a grant from the Heart of Illinois United Way.

Transportation services funded in whole or in part by operating assistance grants from Illinois Department of Transportation.



**We care**  
A DIVISION OF TCRC

[www.wecareofmorton.com](http://www.wecareofmorton.com)

Community Service (309) 263-1015  
Transportation (309) 263-7708

**WE CARE**

# Providing Community Service Since 1975



**We care**  
A DIVISION OF TGRCC

## MEALS-ON-WHEELS

Volunteer-delivered meals are available for Senior Citizens and those with disabilities for Morton and rural Tazewell County residents recovering from an illness or hospital stay. An optional sack supper may be delivered with the hot noon meal Monday-Friday. Special diets are available. Our volunteers deliver about 12,000 meals to area residents every year.



*"We Care delivered Meals-On-Wheels to my father-in-law, thus allowing him to maintain his independence."*

Carolyn Hounshell

## TRANSPORTATION

Transportation is available to the General Public including Senior Citizens and those with disabilities. We Care transportation can be used for medical appointments, employment, grocery shopping and hospital or nursing home visits. Please call 24 hours in advance to schedule a ride. Our phone number is (309) 263-7708. Annually, We Care provides over 80,000 rides to Morton and rural Tazewell County residents and over 12,000 rides to Woodford County residents.

## FOOD PANTRY

We Care's Food Pantry assists Morton and rural Tazewell County residents in need. Information and referrals are also provided to direct recipients toward other agencies which may be of additional help. The Food Pantry provides over 45,000 meals and about 900 referrals annually.

## LOANER CLOSET

We Care's Loaner Closet offers walking aids and other convalescent needs to persons in Morton and rural Tazewell County. These items are available for temporary use at no charge.

## UPSCALE RESALE

Upscale Resale is a retail shop operated by an all-volunteer staff with donated merchandise. Proceeds from the sales benefit We Care programs and services.



*"John and I feel We Care is a blessing to our community... When my mother-in-law suffered a stroke and became wheelchair bound, We Care faithfully picked her up... the drivers were very gentle and courteous."*

Eve Ackerman

**We Care exists as a non-profit service because of funding from:**

- Memorials
- Local Churches
- Private Organizations
- Civic Organizations
- Heart of Illinois United Way
- Central Illinois Agency on Aging, Inc.
- Illinois Department of Transportation
- Individual Donors
- Upscale Resale

*For additional information about any of our services, or to volunteer your time, please call (309) 263-1015.*

[www.wecareofmorton.com](http://www.wecareofmorton.com)



**6B: VEHICLE USE**

Passenger, by Fare Type and Category	Estimated Directly Operated Service		
	Revenue Vehicle Miles	Revenue Vehicle Hours	Vehicles Operated in Peak Service
<b>Fixed Modes</b>			
Fixed Route			
Commuter Bus			
Intercity Bus			
Flexible Route			
<b>Total - Fixed Modes</b>			
<b>Demand Modes</b>			
Demand Response	390,000	15,000	13
Complementary Paratransit			
<b>Total - Demand Modes</b>	390,000	15,000	13
<b>Total</b>	<b>390,000</b>	<b>15,000</b>	<b>13</b>

**6C: PASSENGERS**

 Provide **estimated passenger counts**, by Type of Service, by Fare Category.

Measure	Estimated Directly Operated Service	
	Fixed Mode Passengers	Demand Mode Passengers
<b>Passenger Paid Fares</b>		
Adult Fare		10,000
Senior Citizen Fare		10,000
Student Fare		
Child Fare		
Disabled Fare		
<b>Total - Passengers, by Fare Paid</b>		<b>20,000</b>
<b>Organization Paid Fares</b>		
Organization Paid Fares		17,000
<b>Total - Passengers, Organization Paid</b>		<b>17,000</b>
<b>Total</b>		<b>37,000</b>

## Estimated Directly Operated Service for Rural Areas Instructions

Financial and non-financial data reported on forms OP-5, the 5311 Exhibit B (5311 Budget) and OP-6 must be coordinated. For Financial Data required on this form, use the budgeted data as reported.

For non-financial reporting data, if budgeted financial data was calculated from non-financial statistical projections (ridership, vehicle hours, etc.), use the same data for calculating the budgeted financial data shown on form OP-5. If not, calculate non-financial reporting data from the budgeted financial data.

### **6B. Vehicle Use**

IDOT has made some minor changes to this section this year to more closely align with the National Transit Database (NTD) definitions. The NTD groups similar services into types of service (TOS) and modes of transit in the database. Agencies report two types of service to NTD: Directly-Operated (DO) and Purchased Transportation (PT).

#### **Types of Service**

**Directly-Operated Services:** Transit agencies classify service as directly operated if they use their own employees to operate the transit vehicles. Agencies that directly operate service typically employ drivers, schedulers, and dispatchers.

**Purchased Transportation:** The NTD defines PT service as service that is provided to a public transit agency or governmental unit from a public or private transportation provider based on a written contract, typically procured via a competitive process. Note: when a recipient passes funds to a lower tier operator, this is a pass-through arrangement and is not Purchased Transportation. In this instance, services and financial data are directly reported by the operator.

#### **Service Modes**

**Fixed Route:** Fixed route service is a system of transporting individuals in which a vehicle is operated along a prescribed route according to a fixed schedule.

**Intercity Bus:** Regularly scheduled bus service for the general public that operates with limited stops over fixed routes connecting two or more urban areas not in close proximity, that has the capacity for transporting baggage carried by passengers, and that makes meaningful connections with scheduled intercity bus service to more distant points, if such service is available.

**Commuter Bus:** Fixed-route bus systems that primarily connect outlying areas with a central city. Service typically uses over-the-road buses with service predominantly in one direction during peak periods, limited stops, and routes of extended length. Commuter bus modes typically operate with at least 5 miles of closed-door service between stops. Commuter bus service is considered fixed route, but does not trigger the need for the entity to operate complementary paratransit services.

**Flexible Routes:** The category includes both route deviation and point deviation services. Route deviation is service that operates along established routes that typically have designated stops. Between these stops vehicles deviate from an established route to pick up or drop off riders within a defined off-route service area. Point deviation services do not follow a specific route. Instead, the drivers stop at bus stops at scheduled times. The buses then travel to the necessary destinations until the next scheduled bus stop.

**Note:** Under some circumstances, route or point deviation service can be operated in a manner that does not require the provision of complementary paratransit services. However, service units are reported as fixed route services for purposes of completing this section.

**Revenue Vehicle Miles (RVM):** For fixed route operations, revenue vehicle miles include the all miles when the vehicle is available for service and there is an expectation of carrying passengers. RVM includes: (a) layover/recovery time. Revenue vehicle miles excludes: (a) deadhead; (b) vehicle maintenance testing; (c) school bus service; and (d) charter service. For demand response service, revenue miles includes all distance from the point of the first passenger pick-up to the last passenger drop-off, as long as the vehicle does not return to the dispatching point.

**Revenue Vehicle Hours (RVH):** For fixed route operations, revenue vehicle miles include the all miles when the vehicle is available for service and there is an expectation of carrying passengers. RVH includes: (a) layover/recovery time. Revenue vehicle hours excludes: (a) deadhead; (b) vehicle maintenance testing; (c) school bus service; and (d) charter service. For demand response service, revenue hours includes all travel time from the point of the first passenger pick-up to the last passenger drop-off, as long as the vehicle does not return to the dispatching point.

**Vehicles Operated in Maximum Service (VOMS):** VOMS is the number of revenue vehicles an agency operates to meet the annual maximum service requirement. Agencies count their annual VOMS during the peak season of the year on the busiest day that they provide service. In most cases, this is the number of scheduled vehicles because most transit agencies have enough vehicles to operate the scheduled service. VOMS excludes atypical days or one-time special events for non-demand response modes.



### **6C. Passengers/Fares**

**Unlinked Passenger Trips:** UPT is the number of boardings on public transportation vehicles during the fiscal year. Transit agencies must count passengers each time they board vehicles, no matter how many vehicles they use to travel from their origin to their destination. If a transit vehicle changes routes while passengers are onboard (interlining), transit agencies should not recount the passengers. For demand response, transit agencies must include personal care attendants and companions in UPT counts as long as they are not employees of the transit agency. This includes attendants and companions that ride fare free.

#### **Fares - Payment**

Passenger-paid fares reflect the amount of the fare that the passengers pay on their own behalf. Passenger fares may be paid by the individual or a third party, as defined below:

**Passenger Paid Fares:** All income directly earned from carrying passengers, paid either in cash or through pre-paid tickets, passes, etc. It includes donations from those passengers who donate money on the vehicle, reduced fares paid by passengers in a user-side subsidy arrangement, or payments made through an agreement to provide fare-free service for a certain group, e.g. payments from a university to provide free service to students. It also includes base fare, zone or distance premiums, express service premiums, extra cost transfers, and special transit fares.

**Organization Paid Fares:** Organization-paid fares are paid for by an organization rather than by the passenger. Organization-paid fares also include funds for rides given along special routes for which a beneficiary of the service may guarantee funds. Organization-paid fares may result from agreements between the transit system and an agency or organization that pays a set amount in return for transit service for the persons covered by the agreement.

#### **Fares - Type**

The transit system is responsible for establishing fares and any discounts. Fare types typically include:

**Full Adult Fares:** Revenues earned by transporting passengers for the full adult fare.

**Senior Citizen Fares:** Revenues earned by transporting passengers who pay a special, reduced fare because they are older than a prescribed age limit.

**Student Fares:** Revenues earned by transporting passengers who pay a special, reduced fare because they are enrolled in an educational institution.

**Child Fares:** Revenues earned from carrying passengers who pay a special, reduced fare because they are younger than a prescribed age limit.

**Fares for Individuals with Disabilities:** Revenues earned from carrying passengers who pay a special, reduced fare because they are persons with disabilities.



Programmatic Risk Assessment Questionnaire



This Programmatic Risk Assessment Questionnaire is for FY 25

A separate Programmatic Risk Assessment is required for each grant application. Responses must be program-specific.

Program Associated with this Programmatic Risk Assessment Transit Downstate Operating Assistance Program
Applicable CFR or state citation NA
Awarding State Agency Illinois Department of Transportation
Entity Completing Programmatic Risk Assessment Tazewell County Resource Centers, Inc.
Individual Completing Programmatic Risk Assessment Molly Anderson
Completer Phone Number (309) 347-7148
Completer Email molly@tcrorg.com

To comply with federal risk assessment requirements of 2 CFR 200.205, the state awarding agency must review the programmatic risk posed by applicants. Illinois utilizes this programmatic risk assessment questionnaire to comply with the federal requirements.

1. Quality of management systems and ability to meet the management standards

1.1 Do you have written policies and procedures that guide program delivery on the topics of:

- a. Program outcome tracking and reporting mechanisms
b. Relevant documentation of services / goods delivered
c. Staff management policies and procedures
d. Standards of conduct re: selection, award or administration of grants
e. Real or perceived conflict of interest re: selection, award or administration of grants
f. Complaint / grievance resolution policies and procedures
g. Safeguarding funds, property & other assets against loss from unauthorized use of disposition
h. Management of grant terms
i. Written approval from funding agency when key personnel change
j. Written approval from funding agency when program scope changes
k. Participant eligibility, if applicable

1.2 Do you have internal controls that govern program delivery on the topics of:

- a. Quality assurance reporting
b. Unit costs, expense analysis/management
c. Accreditation / licensing compliance program

1.3 How many years of experience does the project leader have managing the scope of services required under this program?

- More than five years
One to five years
Less than one year

1.4 Does the organization have a time and effort system to track program-specific work performed?

- If "Yes":
a. Does the system record all time worked, including time not charged to awards?
b. Does the system include sign-off by the employee and supervisor?

If "No", go to question 1.5

1.5 Are program payments based on a rate or unit of service?  Yes  No

If "Yes":

a. Does the organization have written procedures to ensure accurate invoicing?  Yes  No

b. Does a second person sign-off on the invoice?  Yes  No

If "No", go to question 1.6

1.6 Does the program have a match or related requirements?  Yes  No

If "Yes":

a. Does the organization have written procedures for match reporting?  Yes  No

b. Does a second person sign-off on match reporting?  Yes  No

If "No", go to question 1.7

1.7 Is the organization prepared to utilize periodic performance reports to communicate program outcomes?

Performance reports are an established part of grant management procedures.

Performance data reporting is being developed as part of grant management procedures.

We do not currently report performance data within our grant management.

**2. History of Performance**

2.1 How many years of experience does your organization have with grants of comparable scope and / or capacity?

More than five years

One to five years

Less than one year

No experience **GO TO QUESTION 3.3**

2.2 If your organization has received grants of comparable scope and/or capacity, provide a brief description of similar project goals and outcomes; specify the applicable year:

Section 5311 Public Transportation grants have been awarded to Tazewell County from 1985 - present. In FY '23, the program produced 37,370 rides to persons in Rural Tazewell County.

2.3 During your last two fiscal years, how frequently has the organization submitted project performance reports on time?

Always

Reported late up to three times

Reported late four or more times

Not Applicable - not a requirement of awards previously received

2.4 Does your organization have performance measurements that tie to financial data?  Yes  No

2.5 Have there been any significant changes in your organization in the last fiscal year related to program delivery?

a. Management/leadership personnel  Yes  No

b. Reorganization or parent/subsidiary relationships  Yes  No

c. Significant changes in programs/grants funded  Yes  No

d. Statutory or regulatory requirements imposed on your organization type  Yes  No

2.6 Provide a brief explanation for all "YES" responses to question 2.5

[Empty text box for explanation]

2.7 Will a sub-grantee/sub-recipient/sub-award be utilized to manage, administer or complete the project?  Yes  No

If "No", go to question 3.1

2.8 What responsibilities will the sub-grantee/sub-recipient/sub-award perform under this project?

- |  |                                     |     |                          |    |
|--|-------------------------------------|-----|--------------------------|----|
| a. Participant eligibility determination | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| b. Case Management                       | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| c. Performance Reporting                 | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| d. Financial Reporting                   | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| e. Invoicing                             | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| f. Other                                 | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |

2.9 What percentage of grant funds does the organization anticipate passing to sub-grantees/sub-recipients/sub-awards?

- Less than 10%
- 10-20%
- More than 20%

2.10 Does your organization have an implemented policy for sub-grantee/sub-recipient monitoring?  Yes  No

If "Yes", does it include:

- On-Site Review
- Review of prior monitoring and desk/quantitative review
- Review of prior monitoring only
- Desk/quantitative review only

**3. Reports and Findings from audits performed under Subpart F - Audit Requirements of this part of the reports and findings of any other available audit**

3.1 During the last two fiscal years, has your organization been out of compliance with *programmatic* terms and conditions of awards?

- Organization has not been audited; **Go to Question 3.6**
- No occurrences of non-compliance; **Go to Question 3.6**
- One to three occurrences of non-compliance
- Four to more occurrences of non-compliance

3.2 If your organization had at least one occurrence of non-compliance with programmatic terms and conditions, summarize each occurrence.

3.3 Have corrective actions been implemented within the specified timeframe?  Yes  No

3.4 Provide explanation for any corrective actions that were not implemented within the timeframe specified and for any corrective actions that remain open.

3.5 Have there been findings regarding conflict of interest within the last two fiscal years?  Yes  No

- a. If NO, go to question 3.6
- b. If YES, specify the finding and your response to the finding.

3.6 Has your organization even been subject to specific conditions due to program issues?  Yes  No

a. If NO, go to question 4.1

b. If YES, specify the condition, why it was imposed, and whether or not it is still applicable.

**4. Applicants ability to effectively implement statutory, regulatory, or other requirements imposed on awardees.**

4.1 To what extent does your organization have policies to ensure programmatic expenses are reasonable, necessary and prudent (sensible)?

- Policies are implemented and followed
- Policies are implemented, but not consistently followed
- Policies are being implemented
- The organization does not currently have these types of policies

4.2 To what extent does your organization have policies to ensure programmatic activities are allowable?

- Policies are implemented and followed
- Policies are implemented, but not consistently followed
- Policies are being implemented
- The organization does not currently have these type of policies

4.3 Has the organization been out of compliance with any statutory, regulatory or other requirements of this grant funding within the last two fiscal years?  Yes  No

If Yes, provide an explanation

4.4 To what extent is your organization able to comply with all statutory requirements of this program?

- Fully able to comply with all statutory requirements
- With the following exception(s), the organization is able to comply:

**5. Compliance with Real Equipment and Real Property Management Required for Program Delivery & Audit and Financial Reporting**

5.1 Does the grantee conduct daily pre-trip inspections prior to placing a vehicle in service?  Yes  No

5.2 If "Yes" does the system utilize pre-trip defection reports to make repairs to system vehicles?

- Yes, we wait until the vehicle is available to do the repair.
- Yes, we schedule the repair immediately and get the work completed at the first opportunity.
- Yes, we take the vehicle out of service and work with dispatchers to reschedule routes to meet passenger needs.

5.3 If a lift is found to be inoperable during pre-trip inspections, is the vehicle taken out of service and repaired before returning it to service?

- Yes.
- No
- Yes, but (provide explanation below)


5.4 If "Yes", are appropriate accommodations made for displaced passengers with disabilities?

- Yes, we take the vehicle out of service but we cancel rides until we get it back; Or we've never had a lift break down; Or we don't know.
- Yes, but cancel rides/we reschedule the ride.
- Yes, we do whatever it takes including driving it to a state vehicle maintenance center, borrowing a vehicles, or working with a neighboring transit system to get that person a ride.

5.5 Did the grantee submit all required quarterly and annual reports for the previous fiscal year on-time and without error in accordance with Administrative Code Title 92, Chapter I, Sub-chapter h, Part 653?

- Yes.
- No

By signing this questionnaire, I certify to the best of my knowledge and belief that the responses are true, complete and accurate. I am aware than any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims for otherwise (2 CFR 200.415).

Authorized Signature  Date

Title

**COMMITTEE REPORT**

Mr. Chairman and Members of the Tazewell County Board:

Your Executive Committee has considered the following RESOLUTION and recommends that it be adopted by the Board:

-----

**RESOLUTION**

WHEREAS, the County's Executive Committee recommends to the County Board to approve a Resolution in support of Tazewell County Agriculture; and

WHEREAS, Illinois is home to more than 71,000 farms, 96% of which are family-owned and a third of which include livestock; and

WHEREAS, Tazewell County accounts for 857 of those farms; and

WHEREAS, agriculture supports 3,869 jobs which accounts for an estimated 6 percent of total jobs in the county; and

WHEREAS, agriculture and related industries generate total sales or output estimated at \$1.227 billion; and

WHEREAS, farm property provides 8.7 percent of taxable value, which provides services to residents; and

WHEREAS, Tazewell County is the Pumpkin Capital of the World. Packing 85% of the world's canned pumpkin in the Village of Morton; and

WHEREAS, Illinois farmers support the food security of our citizens. The international pandemic displayed the importance of American food systems, processing and supply chain weaknesses; and

WHEREAS, new livestock development accounts for additional jobs creating additional economic growth within the county; and

WHEREAS, farmers are dedicated to caring for their animals in ways that also benefit the land. Using tools and technology to better manage soil nutrients, water runoff and air quality on the farm, farmers are using fewer natural resources and reducing their carbon footprint while producing more food; and

WHEREAS, farmland is a finite resource that is vital to agriculture, food production, and the economic well-being of our county; and

WHEREAS, farmers in Illinois face multiple layers of regulation involving state and federal agencies providing a comprehensive, robust regulatory program for all farms including those raising livestock; and

WHEREAS, data and information from state regulatory agencies demonstrates environmental issues from agriculture are an extremely rare occurrence; and

WHEREAS, the county recognizes the value agriculture contributes to our county and the rural way of life is the backbone of our country. Efforts should be made to accommodate future success of the rural community; and

WHEREAS, the Tazewell County Board acknowledges and supports agriculture within our county. The jobs created, taxes generated, technologies embraced and environmental practices implemented by farmers makes agriculture a valuable industry within our county; and

WHEREAS, the County of Tazewell elected board and county staff will work to support and promote the development of agriculture for the benefit of our county and all its residents.

THEREFORE BE IT RESOLVED that the County Board approve this recommendation.

BE IT FURTHER RESOLVED that the County Clerk notifies the County Board Office, Tazewell County Farm Bureau, and Auditor of this action.

PASSED THIS 27<sup>th</sup> DAY OF MARCH, 2024.

ATTEST:

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Tazewell County Clerk

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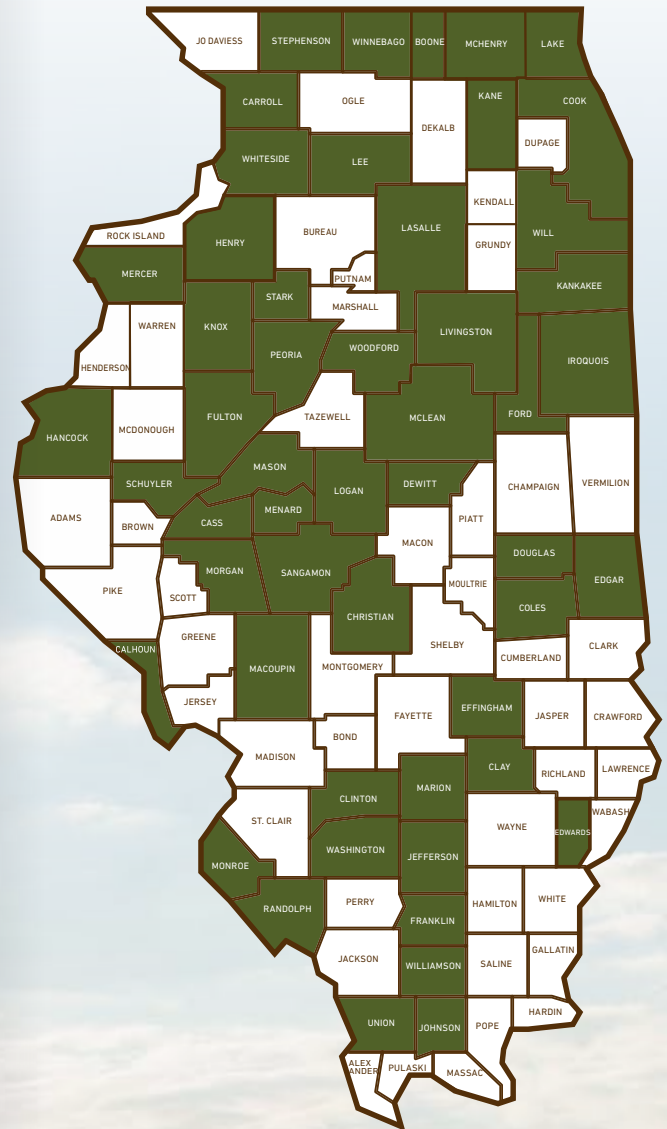
Tazewell County Board Chairman



# Let's turn Illinois GREEN!

Every green county on the map has passed a Pro-Ag Resolution.  
***Is your county highlighted?***

If not, contact your local government team to find out how you can join the 52 counties who are Allies in Agriculture!



The most powerful partnerships are the ones that form on the local level, and these relationships make passing Pro-Ag Resolutions and creating Allies in Agriculture local government priorities for 2024. Our **Allies in Agriculture** initiative helps build mutually beneficial relationships at the foundational level of local government. The Illinois Farm Bureau Local Government team is eager to assist county Farm Bureaus in understanding local governmental roles and how to develop membership engagement with key local officials.

The agriculture industry is often the core driver of the economy in Illinois counties, and it is imperative that county Farm Bureaus and members are prepared to educate elected officials on both the importance of and opportunities presented by agricultural growth. But first, a partnership is a two-way street; it's our job to ensure that we have a thorough understanding of the duties and objectives of each elected official. For a complete guide, [click here](#) to access the December 2023 issue of LINK.

OK, so you've done your homework. You know the local policymakers and have formed the start of a working relationship. Maybe you're one of 52 counties to work with local officials to pass a Pro-Ag Resolution. **What's next?** It's time to grow those alliances. It's one thing to say it; it's another thing to see it. Set up a farm visit with your local elected officials. Bring them out to one of your county Farm Bureau board meetings.

Showcase the diversity of ag in your county. Set up meetings at livestock farms, at row crop farms during harvest, and at specialty crop producers. When ag issues come up at the county level, these meetings often have the biggest impact – it's no longer an issue that they're considering, it's a person. It's a name. It's a face. When we can humanize agriculture, we can achieve the best results for both the ag industry and the county as a whole. Contact Ryan Whitehouse at [rwhitehouse@ifb.org](mailto:rwhitehouse@ifb.org).



**APPOINTMENT**

I, David Zimmerman, Chairman of the Tazewell County (Illinois) Board, hereby appoint Jon Hopkins of 1060 Johnson Street, Morton, IL to the Mackinaw Valley Water Authority for a term commencing April 01, 2024 and expiring November 30, 2025.

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**COMMITTEE REPORT**

TO: Tazewell County Board  
FROM: Executive Committee

This Committee has reviewed the appointment of Jon Hopkins to the Mackinaw Valley Water Authority and we recommend said appointment be approved.

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**RESOLUTION OF APPROVAL**

The Tazewell County Board hereby approves the appointment of Jon Hopkins to the Mackinaw Valley Water Authority.

The County Clerk shall notify the County Board Office and the County Board Office will notify McGrath Law Office of this action.

PASSED THIS 27<sup>th</sup> DAY OF MARCH, 2024.

ATTEST:

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Tazewell County Clerk

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Tazewell County Board Chairman

**APPOINTMENT**

I, David Zimmerman, Chairman of the Tazewell County (Illinois) Board, hereby appoint Jon Hopkins, 1060 Johnson Street, Morton, IL to the Persons with Developmental Disabilities Board for a term commencing April 01, 2024 and expiring November 30, 2025.

---

**COMMITTEE REPORT**

TO: Tazewell County Board  
FROM: Executive Committee

This Committee has reviewed the appointment of Jon Hopkins to the Persons with Developmental Disabilities Board and we recommend said appointment be approved.

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**RESOLUTION OF APPROVAL**

The Tazewell County Board hereby approves the appointment of Jon Hopkins to the Persons with Developmental Disabilities Board.

The County Clerk shall notify the County Board Office and the County Board Office will notify the Tazewell County Resource Center of this action.

PASSED THIS 27<sup>th</sup> DAY OF MARCH, 2024.

ATTEST:

\_\_\_\_\_  
Tazewell County Clerk

\_\_\_\_\_  
Tazewell County Board Chairman

**REAPPOINTMENT**

I, David Zimmerman, Chairman of the Tazewell County (Illinois) Board, hereby reappoint Timothy M. Gillespie of 2234 Sheridan Road, Pekin, IL to the Sheriff's Merit Commission for a term commencing May 1, 2024 and expiring April 30, 2030.

---

**COMMITTEE REPORT**

TO: Tazewell County Board  
FROM: Executive Committee

This Committee has reviewed the reappointment of Timothy M. Gillespie to the Sheriff's Merit Commission and we recommend said reappointment be approved.

---

**RESOLUTION OF APPROVAL**

The Tazewell County Board hereby approves the reappointment of Timothy M. Gillespie to the Sheriff's Merit Commission.

The County Clerk shall notify the County Board Office and the County Board Office will notify Sheriff Jeffrey Lower of this action.

PASSED THIS 27th DAY OF MARCH, 2024.

ATTEST:

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Tazewell County Clerk

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Tazewell County Board Chairman

**REAPPOINTMENT**

I, David Zimmerman, Chairman of the Tazewell County (Illinois) Board, hereby reappoint Greg Sinn of 607 Locust Street, Tremont, IL 61568 to the Farmland Assessment Review Committee for a term commencing May 01, 2024 and expiring April 30, 2026.

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**COMMITTEE REPORT**

TO: Tazewell County Board  
FROM: Executive Committee

This Committee has reviewed the reappointment of Greg Sinn to the Farmland Assessment Review Committee and we recommend said reappointment be approved.

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**RESOLUTION OF APPROVAL**

The Tazewell County Board hereby approves the reappointment of Greg Sinn to the Farmland Assessment Review Committee.

The County Clerk shall notify the County Board Office and the County Board Office will notify Nicole Jones, Supervisor of Assessments of this action.

PASSED THIS 27<sup>th</sup> DAY OF MARCH, 2024.

ATTEST:

\_\_\_\_\_  
Tazewell County Clerk

\_\_\_\_\_  
Tazewell County Board Chairman