



# Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310)

Vehicle Application Instructions

## General Notes

- Ignore references to BlackCat. All application materials must be submitted to R1 per their process.
- The vehicle inventory (Item J on page 3) is not required for the R1 application.
- All non-profit applicants must be registered in the [Illinois Grant Accountability and Transparency Act \(GATA\) portal](#), and pre-qualified before an award can be made. For questions about GATA, please reach out to IDOT's Section Chief of Consolidated Vehicle Procurement at [zoe.keller@illinois.gov](mailto:zoe.keller@illinois.gov).

## Complete the CVP Application Fillable PDF

The PDF should be submitted in its fillable format, not as a scanned document. Page 6 'Applicant Information' must be submitted separately as a scanned document with the Authorized Representative's signature. Digital signatures are not accepted at this time.

Complete the **Applicant Information** on page 6. Mailing address should include address, street, city, and zip. All non-profit applicants will need a letter of support from Rockford Mass Transit District. Authorized Representative signature must match the authorized representative named in the Board Resolution accompanying the application.

Complete the **Vehicle Request Form** on page 7. For replacement vehicles: double-check that you are entering the VIN correctly. Provide an explanation at the bottom of page 7 if vehicle(s) is/are being replaced using Criteria 2 (documented unsafe & poor operating condition). If you are requesting a Super Medium Duty bus (26-passenger bus which requires a CDL to drive), you must provide evidence of the need for that size vehicle in the box at the bottom of page 7.

Complete the **Project Budget** on page 8.

\*Note: vehicle prices have increased since this application PDF was created. Please still fill out the budget table as presented in the application. For informational purposes, updated pricing is as follows:

Minivan (side entry or rear-entry) – \$72,000

Light Duty – \$117,000

Medium Duty – \$120,000

Supermedium Duty – \$178,000

Complete the **Project Justification** on page 8. Read the prompts carefully and be sure to include the expansion or new service descriptions if applicable.

Complete the **Geographic Area Served** section on page 9.

Complete the **Current Service & Equipment Utilization** on page 10. This trip information is for Calendar Year 2023 (ignore the CY2021 instructions on the form). Peak number of vehicles should reflect the number of

vehicles you have on the road at your busiest time of day on a regular basis. For example, if you have 7 vehicles on the road every morning but use up to 11 vehicles for a big outing once a month, you would still only list 7 as your peak number.

## Submit Supporting Documentation

\*Note: points can only be given for documents that are submitted. If you have a maintenance policy but do not submit that with the application, you will receive a score of 0 for that item. Also make sure to label and/or organize the documentation so the reviewer(s) can easily score your submissions.

**Fleet Control** – some frequently asked questions are addressed below:

- Warranties – if you keep the vehicle’s warranty information in the vehicle file, you should include a scanned copy of that (doesn’t have to be the whole warranty, just the title page would be fine)
- Warranty claims – if you’ve had warranty work done on any of your vehicles, include an example of how you document that in the vehicle file (warranty notice, repair order, etc.)
- Vendor contract information – any contracts with a regional maintenance center or an auto shop for preventive maintenance
- Repair/maintenance orders – this should encompass the entire process from how issues are reported (pre-trip inspection for example) to the repair record, including a maintenance log if you keep one by vehicle.
- Any comments related to Fleet Control should be included in the Comments box at the bottom of page 11, even if they’re also included in your uploaded documents.

**Asset Maintenance** – some frequently asked questions are addressed below:

- Please upload the maintenance policy and preventive maintenance schedule even if they are not board-adopted. If your agency does not require such policies to be board-adopted, state that within the packet you upload and provide support for that statement (bylaws, etc.).
- Preventive maintenance schedule – it’s okay if this is part of the overall vehicle maintenance policy, but it should be called out within the document.
- Documentation of preventive maintenance – you should aim for a year’s worth of preventive maintenance records for one vehicle as an example. An Excel or other database record logging PM is highly recommended.
- Any comments related to Asset Maintenance should be included in the Comments box at the bottom of page 11, even if they’re also included in your uploaded documents.

**Staff Training & Competency** – some frequently asked questions are addressed below:

- Please upload the training policy/curriculum even if they are not board-adopted. If your agency does not require such policies to be board-adopted, state that within the packet you upload and provide support for that statement (bylaws, etc.).
- Black out any personal information such as addresses, birthdates, etc. in the driver file upload.
- Any comments related to Staff Training & Competency should be included in the Comments box at the bottom of page 12, even if they’re also included in your uploaded documents.

**Financial Planning & Management** – the instructions for this section are spelled out within the application.

**Notifying Other Transportation Providers** – the instructions for this section are spelled out within the application. Minimum requirement is a list of the providers you reached out to and copies of the emails/letters you sent to each. If you receive any responses, those should be included as well. If you do not receive any responses, that's okay.

**Federal Coordination Requirements** – The coordination score will be based off material submitted by the applicant. This should include anything you think is relevant to your agency's coordination efforts with other human service providers or transportation providers, service contracts, MOUs, overview of surveys conducted and how those results were used to improve service, etc.

**Public Provider Endorsement** – The endorsement letter from your local public transportation provider is required for your application to be eligible.

## Other Required Documents

**Advertise and hold your public meeting.** Write up the minutes including any verbal or written public comments, and submit all documentation as "Public Meeting Materials."

**Complete the FTA Certifications & Assurances, Opinion of Counsel, and Board Resolution.** Your FTA Certifications & Assurances upload should contain all 22 pages of the document. Digital signatures are not accepted at this time so you may print the signature pages, scan the signed pages, and add them back to the digital document for upload.

**Complete the Programmatic Risk Assessment (PRA).** The PRA must be certified by the Authorized Representative (for the PRA only a typed name is sufficient, as noted within the document). Guidance is provided below for some of the questions:

Question 1.5 - Are program payments based on a rate or unit of service?

"No" is already selected. This program does not involve payments to grantees.

Question 1.6 - Does this program have a match or related requirements?

"No" is already selected. This program does not require match.

Question 2.3 - During your last two fiscal years, how frequently has the organization submitted project performance reports on time? (This refers to the Section 5310 Annual Certification of Project Equipment Use (TR AC15). The SFY2022 report was due 12/16/2022 and the SFY2023 report was due 9/30/2023.

Question - 2.7 will be "No" in most cases (which means you will skip 2.8-2.10). If the operators of your vehicles are not employed by your agency, you will answer "Yes" to 2.7.

Questions 3.1 – 3.6 - deal with your last audit conducted (financial statement audit) and whether the CPA firm listed any findings related to programmatic terms and conditions of an award your agency received/managed.