

Form Name: RTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program - GRAY  
Submission Time: April 19, 2023 3:50 pm  
Browser: Chrome 112.0.0.0 / Windows  
IP Address: 50.200.58.66  
Unique ID: 1092809036  
Location: 40.3228, -86.8881

<b>Date</b>	Apr 19, 2023
<b>Project Title</b>	Community Connections for Adults with Disabilities
<b>Applicant's Legal Name</b>	Clearbrook
<b>Contact Person</b>	Bev Saiz
<b>Address</b>	1835 W. Central Road Arlington Heights, IL 60005
<b>Telephone #</b>	(847) 870-7711
<b>Email</b>	bsaiz@clearbrook.org
<b>Applicant Fiscal Year</b>	July 1, 2023-June 30, 2024
<b>SAM #</b>	Y6FBTKA2DMM3
<b>DUNS #</b>	10-218-0775
<b>Request Type (Check all that apply)</b>	Operating Existing Project
<b>Organization type (Check all that apply)</b>	Private Non Profit
<b>Human Services Transportation Plan (HSTP)</b>	Goal #1 - Establish Mobility Mgmt and Travel Training Network (pg 71) Goal #2 - Expand Service Areas and Hours (pg 74) Goal #7 - Explore Collaboration/ Consolidation of Similar Services (pg 81)
<b>On To 2050 Plan</b>	Facilitate Partnerships for Service Sharing and Consolidation Ensure Equitable Transit Access Improve the effectiveness and accessibility of demand response services Transit providers, local governments, and the private sector should work together to explore new ways to provide targeted, flexible and/or on-demand service in EDAs, low density areas, and for seniors and people with disabilities

**2. Provide a detailed description of your project. Explain what you are requesting funding to provide; why the project is needed; and how the project will support strategies for goals selected in questions #1. Please be concise. (Project Description Narrative [+/- 500 words]):**

Transportation is one of the most critical needs for individuals with intellectual and developmental disabilities. Our Transportation Program is at the center of each program and service we offer. It is comprehensive in its design and delivery and will provide in 2023 approximately 206,264 trips for 1,147 unduplicated individuals. Through the provision of transportation, we ensure that medical appointments, attendance at and participation in vocational and job training programs, family visits, volunteer opportunities and community activities are included in the care we provide. This project supports every aspect of Clearbrook's program delivery, ensuring the safety and well-being of our individuals in their daily lives and affording them opportunities to do more. Partnerships held with local and regional entities are key to how we structure and design programs, engage our individuals and evaluate our outcomes. Public transportation is often inaccessible to our clientele due to their disabilities and in some instances, their physical, intellectual, and/or emotional development. In the event that this grant is not approved, the ability of Clearbrook's transportation services to be commensurate with the need for the services will be significantly diminished. Existing transportation resources and efficiencies will be stretched beyond their means, reliability of services greatly reduced and the agency's maintenance and repair costs will increase. Reliable vehicles are key to the scheduling and efficiencies of our routes and successful programs. Negatively impacted by the lack of appropriate transportation, those who rely solely on Clearbrook for transportation would experience greater disadvantages when compared to their peers and the general public. It is extremely important for Clearbrook to provide on-time performance for those individuals served by this project. It is also essential for the vehicles that transport the individuals to be well maintained and in good working order. In addition to ensuring the vehicles used are safe and can provide excellent service to the riders, the Transportation Program staff monitor and record: 1) The number of trips taken; 2) Number of individuals transported; 3) Purpose; and 4) Destination of the trips. Dispatchers and drivers receive classroom and on-the-road training that addresses emergency procedures, how to assist clients and the use of lifts, CPR and First Aid, route orientation and how to best communicate with First Responders. Monthly, Transportation Program staff orient and train all new hires so they understand and can perform their duties in accordance with Clearbrook's expectations and standards. Prior to employment and then annually, Human Resources Department staff run a Motor Vehicle Report to obtain current information regarding driving service records for each individual who transport our clientele. The Training Department hosts Driver Safety Refresher courses for individuals requiring or being referred by their supervisor to attend. Additionally, the Transportation Department provides valuable and detailed reports collected by the agency's Azuga Fleet GPS, including incident/accident reports to each program director.

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**3. What entity is currently or will operate the service? Does your agency enter into agreements with service providers? (Operating Projects Only)**

Clearbrook's Transportation Program staff operate ridership services through coordination with the agency's Residential Services (CILA and ICF) program staff and the Business Office. To ensure that all necessary repairs are made in a timely and regular basis, they maintain the condition of all of the vehicles ensuring optimum fleet control. The Business Office staff ensure that insurance on the vehicles and the drivers is current and comprehensive. Included as part of our Asset Maintenance Program, staff follow preventative maintenance schedules, ensuring the safety and security of the vehicles. They adhere to manufacturer guidelines and those prescribed by IDOT and Pace. Safety checks are completed on all of Clearbrook's vehicles and the provision of on-the-road training received by the drivers is ongoing. Dispatchers and drivers receive classroom instruction as part of New Employee Orientation. Once they complete their on-the-road training they receive instruction on Clearbrook's established emergency procedures, how to assist riders, the use of wheelchair lifts, CPR and First Aid, orientation on each route and preferred methods on how best to communicate with First Responders (e.g., police officers, paramedics and firefighters). Utilizing AZUGA (<https://www.azuga.com>), Clearbrook's Director of Transportation reviews any/all accident reports, identifies drivers who require additional training or re-certification. It is essential, and an agency priority, that the vehicles utilized by Clearbrook to transport residents and program participants are safe, secure and adapted appropriately for use.

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

Clearbrook serves approximately 6,000 seniors and individuals with intellectual, developmental, physical disabilities, and in many instances a serious mental illness, their families or guardians and members of the public. Many served by Clearbrook utilize mobility devices and require the assistance of a staff member when traveling from their residence to the community or to a medical appointment, class at a community college, place of employment or recreation/social activity. Adults and children served by Clearbrook live in one of 16 counties in northern Illinois. The primary focus and radius for providing round trip transportation is on serving residents of Community Integrated Living Arrangement (CILA) and Intermediate Care Facility (ICF) located in six counties: McHenry, DuPage, Cook, Will, Kane and Lake and in some instances individuals who are home-based. When Clearbrook expanded its presence in McHenry County through the establishment of additional residential and day programs and employment opportunities, its partnership with MCDOT staff grew. Partnering with MCRide ensures seamless transportation for CILA residents and home-based program participants. Information on available transportation services for the CILA residents and residents of the county who are not affiliated with Clearbrook but who are seniors or have intellectual and developmental disabilities, is communicated through both organizations' marketing efforts and the social media. Clearbrook works closely with staff from MCDOT and MCRide to ensure that those not enrolled in Clearbrook's programs are aware of transportation services available to them. Clearbrook's Transportation Program is central to the delivery of all programs and succeeds in connecting those we serve with the community at large.

Individuals served by Clearbrook may access recreational and cultural opportunities that are located outside of the agency's main service area. They may include trips out of state for vacation, special conferences, Social Skills Group events, or Special Olympics. Occasionally, transportation is provided directly to those destinations and at other times transportation services connect the individuals to airports or train stations for the remainder of their trip.

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

100% of those served by Clearbrook are individuals with disabilities, many of whom are also seniors. Services and programs provided are restricted for their care. Staff who hold different positions and responsibilities within the organization collect and record data through multiple data management systems. Program-specific data is entered into each child and adult's file and service plan. Daily, residential, clinical and day program staff record information pertaining to the individuals such as: changes in their hygiene, personal habits, likes/dislikes, behavior, interactions with others, participation in daily activities, medical needs and use of prescription medicine. All of this information is pertinent and useful for the drivers and staff who transport individuals served by Clearbrook. The Business Office, Admissions Department, Home-Based Services and Early Intervention programs and all other agency departments collect information that allows Clearbrook to operate smoothly, adhere to regulatory agencies, honor contracts held by/between Clearbrook and the Department of Human Services, Division of Rehabilitation Services and the Department of Public Health. Clearbrook received a 3-year re-accreditation from the Commission on Accreditation of Rehabilitation Facilities (CARF), confirming our ongoing commitment to achievement of best practices and improving our delivery of services and programming. Additionally it represents Clearbrook's interest in open and reciprocal communication with our consumers.

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**6. Describe how the project be marketed to serve the target population and promote public awareness? Include information on how populations with Limited English Proficiency will be apprised of the project and whether marketing materials will be available in other languages.**

Through Clearbrook's expansion and introduction of new programs in the Metropolitan Chicago Area Clearbrook provides access to an abundance of varied services to individuals with intellectual and developmental disabilities and severe mental illnesses. This is possible in large part to the safe and supportive transportation provided by Clearbrook. Program participants receive the opportunity for inclusion in community activities, opportunities for employment, developmental training, workforce education, volunteering and recreation. Staff participate in county-wide and local committees working to improve the quality of life for individuals with I/DD. Coordination with employers, representatives of social service organizations, townships, Chambers of Commerce, media and other stakeholders is essential to the delivery and operation of all of Clearbrook's services. At the core of Clearbrook's success is its collaborative partnerships with and connection to the network of services provided by others in the region and Metropolitan Chicago area collar counties. To speak to one's quality of life is to ensure their connectedness with others. Through the programs in which they take part and the services they receive they improve their health and wellness, live a self-directed life and strive to reach their full potential. They are provided with the resources to make informed, healthy choices that support physical and emotional wellbeing, having a stable and safe place to live, meaningful daily activities and relationships and social networks that provide support. Clearbrook staff advocate for clients' unmet transportation needs and provide the means for their travel.

To best connect with our population and community residents, we provide regular publication and information of our services and programs through the agency's website, our newsletters: "Channel" and "Community", social media activities and fund raising events. We participates in McHenry County's Network Provider Council and other area networks, contributing to region-wide marketing plans in order to provide local residents with education of available services. Marketing materials and social media are provided in English and Spanish. Support and communication with Limited English Proficiency (LEP) populations is provided through the provision of translation services (orally and in writing), the use of program staff, family members, guardians and local institutions (e.g., Harper College, McHenry County College, Northwest Community Hospital). All of the individuals who are served by Clearbrook receive written information that informs them of the availability of services provided by the organization, including transportation services. These materials are available in English, Spanish and Braille. Many of Clearbrook's program staff are fluent in American Sign Language as well. Our organization maintains a Human Rights Committee that meets monthly to monitor the care afforded to our clientele.

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**7. How will this project utilize or coordinate with public transportation providers and /or other human service agencies? If the project will not include coordination, provide detailed explanation.**

In addition to our partnership with MCDOT, MCRide and Ride Lake County, Clearbrook serves on the Steering Committee of the Transportation Collaborative for Individuals with Developmental Disabilities, Seniors, and Low Income Individuals, assisting with the development of plans to study mobility management and travel. We work with Little City Foundation on consolidating our collective transportation resources and to develop non-duplicative service delivery. Clearbrook's program staff, at all levels and departments of the organization, coordinate and partner with "sister agencies" (those who serve a similar population), statewide task forces and initiatives, are active and hold leadership positions in both Intersect for Ability ([www.intersectforability.com](http://www.intersectforability.com)) and the Illinois Association of Rehabilitative Facilities (IARF). Intersect for Ability is a collaborative network of 13 agencies located in the Metropolitan Chicago area that serve individuals with Intellectual and Developmental Disabilities (I/DD). IARF, is Illinois' primary trade association for providers of services for intellectual and developmental disabilities and mental health issues. Clearbrook's President and CEO, formerly the Chair of IARF's Board of Directors, also serves on the Autism Task Force and is a member of The Institute on Public Policy for People with Disabilities.

One of Clearbrook's most successful programs and mutually beneficial partnerships is with the Northwest Special Recreation Association (NWSRA). The jointly-held program, PURSUIT, has six locations in Suburban Cook County: Rolling Meadows, Hanover Park, Mount Prospect, Wheeling, Hoffman Estates and Buffalo Grove. PURSUIT is designed to meet the needs of adults with disabilities through four core elements: Recreation & Leisure, Skills & Self Advocacy, Community Integration and Health & Wellness. PURSUIT is certified by the Department of Human Services and the Division of Developmental Disabilities. Clearbrook regularly transports the individuals who participate in PURSUIT and its many activities. Clearbrook also coordinates and utilizes transportation services in coordination with available resources from Pace, Metra, and local township transportation services. An annual training session is hosted by Clearbrook inviting representatives from Pace and the RTA to share and describe opportunities for and access to public transportation services. Individuals who receive services through Clearbrook, their case managers and their supervisor(s) attend the sessions. Training and services are also provided to individuals who receive services from other providers (e.g., Meadows, SEARCH, American Residential Care, St. Coletta's of Illinois).

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**8. Describe your organization's experience, knowledge, technical and administrative ability, and financial capacity to successfully and efficiently manage federal grants? Specifically, how will your organization manage this project?**

For over 30 years, Clearbrook has received and administered federal, state, local (i.e., county, village, township, city) and private grants. For the past two decades, Clearbrook received and administered the following federal grants: CDBG (HUD), HOME (HUD), CARES, Donated Funds Initiative (DFI)-Title XX (DHS), Consolidated Vehicle Program (IDOT) and Section 5310 (RTA). The agency's Vice President of Finance has more than 19 years of managing and reporting on federal and state funding. The staff responsible for the implementation of this and other similar projects have almost two decades of experience in administering projects funded through government entities and utilizing government funding and grant awards.

**Please explain how you will gather and report on identified performance measures for this project and identify any additional performance measures that will be used.**

Clearbrook in coordination with members of the Steering Committee of the Transportation Collaborative for Individuals with Developmental Disabilities, Seniors, and Low Income Individuals Consortium, gathered requested data and other information requested by the consultant hired by the collaborative to conduct a study that will allow us to establish a mobility management network of human service agencies. The goals and performance measures focus on: 1) The exploration of the feasibility of consolidating/coordinating the consortium agencies' routes, support services and scheduling software/in-vehicle technologies supporting the agencies' transportation programs; 2) Documenting the fully allocated costs of providing the current transportation programs and to estimate the potential savings that can be realized through the consolidation/coordination efforts; 3) Developing service expansions/improvements as well as different designs for mobility management services tailored to individuals with I/DD that can be sustained by the savings realized; and 4) Developing an implementation plan and budget for those improvements and new services. Clearbrook will follow and make all necessary changes that are recommended by the consultant in his final report to the group and to RTA. Responding to the geographic and programmatic growth experienced in the past two years by the establishment of its new program sites, residences and community day service program centers, Clearbrook has increased the operations and responsibilities of its Transportation Program to ensure safe and supportive transport for the clients.

**Existing 2022**

6

**Projected in 2023**

8

**Projected in 2024**

9



**Please explain how you will gather and report on identified performance measures for this project and identify any additional performance measures that will be used. Please provide details on how you derived at your projections (explain how you will extend service boundaries, hours of operation, and increase ridership).**

Individuals with Intellectual and Developmental Disabilities (I/DD), whether they be adults, high school teens in post-secondary transition programs, seniors, young children and their families, residents of Community Integrated Living Arrangement (CILA) homes, Intermediate Care Facilities (ICF) or individuals who live at their family's homes and participate in Clearbrook's day programs (Home-Based Services Program), are all eligible to be served by Clearbrook. In some instances, the individuals served may also have physical disabilities or a Serious Mental Illness (SMI). At the center, the hub of each program and service offered, is Clearbrook's Transportation Program. It is comprehensive and inclusive in its design and delivery. Those who transport the individuals served by Clearbrook, residential program staff and drivers, are on track and well on their way to providing 206,264 trips (projection) in 2023. Through the provision of round-trip, curb to curb/door to door transportation, we can ensure that transport to medical appointments, attendance at and participation in vocational and job training programs, family visits, Social Skills Group events, opportunities to volunteer, and inclusion in community activities are a part of the care and services we provide. Clearbrook's Transportation Program supports every aspect of program delivery, assuring the safety and well-being of our individuals in their daily lives while affording them opportunities to do more.

Clearbrook staff strive to make tomorrow better than today for the youth and adults served. This is accomplished by offering a comprehensive programming portfolio that includes: residential services, Early Intervention programs for young children and their families, vocational training and employment placement, home-based family support, respite care, health and wellness, recreation and therapeutic activities, disability awareness and community education. Each program focuses on the individual's needs, interests and ability to function independently. To varying degrees each individual will increase their skills and understanding of what it means to make choices, socialize with their peers and others and contribute to their community. All who are served through Clearbrook's programs are Medicaid-eligible. Many have profound challenges and require around-the-clock supervision and care while others are able to function independently with minimal supervision. Each has Implementation Strategies that reflect their strengths, weaknesses, goals and challenges. Our programs and services are the key to our success and are designed to equip the residents and program participants with skills that will enable them to lead safe, productive and dignified lives. The opinions of our residents and program participants are valued and many serve as voting members on our advisory committees and Board of Directors. Clearbrook administers an evaluation of consumer satisfaction every two years. As such, the Transportation Program's service delivery is evaluated by riders, their family members or guardians, program and auxiliary staff. Results of the surveys are utilized in planning for future departmental and agency initiatives.

When the worst of the pandemic subsided and as the day programs

Clearbrook provides began to slowly and carefully reopen, staff were reminded of the ongoing systemic challenge of providing transportation to individuals with I/DD. Public transportation is often inaccessible due to disabilities experienced by our clients and in some situations, their physical, intellectual, or emotional development. Alternative services (e.g., paratransit transportation), can be unreliable and require excessive planning and cushioning for time, leaving riders to arrive at their locations inconveniently early or late or even stranded far from home. Our Transportation Program utilizes vehicles that are uniquely adapted to ensure the safety and well-being of our riders. They transport individuals to activities and appointments within a 55-60 mile radius of Clearbrook's main office in Arlington Heights, serving our individuals who reside in 42 separate census tracts. The level of coordination required can be very complex.

Individuals served by Clearbrook and their families have shared with staff that through opportunities they have had for inclusion in community activities and events, their lives are changed - being transported to where they want and need to go are not "just bus rides"-they're essential. Due to state and federal mandates regarding agency staff accompaniment of persons with disabilities, many public transportation systems are unable to provide the necessary services for our individuals. Clearbrook's Transportation Program provides individuals with disabilities and seniors with the maximum amount of independence possible by providing transportation that is adapted, fulfills their needs and provides the means for them to lead full lives. Utilizing 119 vehicles, Transportation Program staff and Direct Support Professionals (DSPs), transport on the average, 1,147 unduplicated individuals annually. With the recent expansion of adding new facilities and homes, it is expected that Clearbrook's service area and hours, and number of trips will continue to grow by 5%-10% as 2023 progresses and 10% in 2024. Clearbrook operates several programs that provide opportunities for therapy, education and skill acquisition to children and adults who reside with their family members or guardians and are not residents in a CILA or Intermediate Care Facility (ICF) home. To participate in day services, employment programs, Early Intervention or other therapeutic program opportunities they must rely on private transportation. However, in many instances staff associated with Clearbrook's Home Based Services Program provide needed transportation to the adults served through this program. As reported in our recent quarterly reports to RTA, in 2022-2023, Home Based Services Staff provided (to-date) transportation to 69 non-duplicated individuals for a total of 2,762 trips.

Clearbrook's 55 CILA and four ICF homes operate and have access to a vehicle 24/7. This provides essential transportation that is always available to the 262 CILA and 127 ICF residents so they can travel to medical, social, educational and community-based activities. In the last several years Clearbrook has increased the number of program sites so they can operate in participants' communities and neighborhoods. This results in greater and

easier access to program activities. Clearbrook's model of "clustering" CILA homes and community day services ensures that programs and services are accessible and available to fully support individuals who have intellectual and developmental disabilities.

Clearbrook continues to grow in size and composition, developing new partnerships and expanding its geographic service area. In 2022-2023, Clearbrook opened three new sites (Northbrook, Woodstock and Downers Grove), to operate its Day and Community Employment Services Programs. Grant funding allowed Clearbrook to purchase three new CILA homes (Woodstock and a site to be determined in Lake County), and establish a Community Mental Health Center in Lake County. Over the past two years, Clearbrook significantly increased its presence and operations in McHenry and Lake Counties. These new facilities and services will complement Clearbrook's existing county-based CILA homes, Intermediate Care Facility, Respite Services, Clinical, Behavioral and Therapeutic Services, and established Community Day and Employment Services programs. In the last several months, Clearbrook divided its program delivery into regions. Each region supports adults with residential and day programs and services, medical/health care, medical drivers, activity schedulers, direct care staff and maintenance support. The newest region, Clearbrook South (operating out of Downers Grove), will focus its efforts on establishing the availability and accessibility of day services for DuPage County residents who have intellectual and developmental disabilities. In Cook County, a new multi-purpose center, located in Northbrook opened and is serving approximately 50 clients daily. Transportation to and from each of these new facilities will greatly increase Clearbrook's needs for safe and efficient transportation service. Our commitment to providing the very best opportunities and care for those served allows for full integration with the communities in which they reside.

Clearbrook's ridership increased as a direct result of the expansion in McHenry and Lake Counties. The number of seniors increased due in large part to Clearbrook's population aging and the increase in riders utilizing adapted vehicles for round trip transportation. Clearbrook provides transportation services 24 hours/day, 7 days/week. Approximately 68% of all trips made are specific to the person requiring them, while 32% of the trips are for group activities. All trips to community and recreational activities, medical appointments, community based work, clinical and Social Skills Group sessions, and others are recorded by residential, day program, clinical and transportation program staff members. In order to achieve the goals established by Clearbrook and held by the Transportation Program, staff monitor project performance utilizing the following metrics: 1) Track daily pre- and post-trip inspections for vehicles with GMVR of over 10,000 pounds; 2) Perform monthly vehicle maintenance inspections of all vehicles; 3) Conduct monthly review of vehicle accidents by the Clearbrook Risk Management Committee to identify trends and remedial actions; 4) Conduct monthly review of reports generated by AZUGA; 5) Perform a monthly review of ridership logs; and 6) Review status of the fleet to identify

vehicles that require replacement. In 2023, Clearbrook plans to upgrade its database software from Access (no longer supported by Microsoft), to SharePoint/SQL, develop mobile/web based user interfaces to better track ridership information, maintain routes, and track vehicle safety/maintenance. Also planned is the purchase of tablets/iPads for Transportation Program staff to access and enter data in the field. The project could be developed on a platform that can be shared with other RTA PAC members.

Clearbrook's Transportation Program was developed out of an unmet need and unsuccessful attempts by adults and their families to identify and use public transportation. The program was established to provide specialized transportation in ways that the larger public options could not. While some residents and program participants are able to access and utilize public transportation services, they are often not available at the time or frequency needed to support our programs and services. It may also be difficult if not impossible to navigate the distance between an individual's residence and the closest bus stop. Clearbrook's vans and leased vehicles are built and customized to accommodate and transport wheelchairs and other mobility devices. The Transportation Program fills gaps in service, providing necessary transportation on a daily basis, affording individuals with opportunities to fully integrate into the mainstream of life and not become further isolated or marginalized.

<b>2021: Seniors 65 years of Age and Over (Projects Serving Seniors)</b>	12972
<b>2022: Seniors 65 years of Age and Over (Projects Serving Seniors)</b>	23577
<b>2023: Seniors 65 years of Age and Over (Projects Serving Seniors)</b>	31356
<b>2024: Seniors 65 years of Age and Over (Projects Serving Seniors)</b>	34492
<b>2021: Individuals with Disabilities</b>	67597
<b>2022: Individuals with Disabilities</b>	122931
<b>2023: Individuals with Disabilities</b>	174908
<b>2024: Individuals with Disabilities</b>	192399
<b>2021: General Public</b>	0
<b>2022: General Public</b>	0
<b>2023: General Public</b>	0
<b>2024: General Public</b>	0
<b>2021: Total</b>	80569
<b>2022: Total</b>	146508
<b>2023: Total</b>	206264
<b>2024: Total</b>	226891
<b>Existing operating hours (2022)</b>	Clearbrook's Transportation Program provides services every day of the week, 24 hours a day.
<b>Projected expansion hours (2023)</b>	Clearbrook's Transportation Program provides services every day of the week, 24 hours a day.
<b>Projected Expansion Hours (2024)</b>	Clearbrook's Transportation Program provides services every day of the week, 24 hours a day.
<b>Number of New riders expansion hours</b>	Clearbrook's Transportation Program provides services every day of the week, 24 hours a day.
<b>Existing 2022</b>	Kane, Cook, DuPage, Lake, McHenry, Will Counties, Villages of Arlington Heights, Rolling Meadows, Palatine, Schaumburg, Gurnee, Hoffman Estates

<b>Projected 2023</b>	Kane, Cook, DuPage, Lake, McHenry, Will Counties, Villages of Arlington Heights, Rolling Meadows, Palatine, Schaumburg, Gurnee, Hoffman Estates
<b>Projected 2024</b>	Kane, Cook, DuPage, Lake, McHenry, Will Counties, Villages of Arlington Heights, Rolling Meadows, Palatine, Schaumburg, Gurnee, Hoffman Estates
<b>Existing 2022</b>	To be determined-trips are based on clients' needs and interests.
<b>Projected 2023</b>	To be determined-trips are based on clients' needs and interests.
<b>Projected 2024</b>	To be determined-trips are based on clients' needs and interests.
<b>List of Partners</b>	Little City Foundation Ray Graham Association MCRide/MCDOT Ride Lake County IDOT CTF Illinois
<b>Interagency Agreement</b>	N
<b>County(s)</b>	Lake, McHenry, DuPage, Cook, Will, Cook
<b>Please explain how you will gather and report on identified performance measures for this project and identify any additional performance measures that will be used.</b>	Not applicable to Clearbrook's Transportation Program.
<b>Please explain how you will gather and report on identified performance measures for this project and identify any additional performance measures that will be used.</b>	Not applicable to Clearbrook's Transportation Program.

**Please explain how you will gather and report on identified performance measures for this project and identify any additional performance measures that will be used.**

Cost effective activities identified through the research study conducted by the consortium to improve service delivery will be implemented by Clearbrook. As partners with public and private, non-profit program staff, we identify and pursue additional forms of collaboration/consolidation services and related activities to be implemented in and out of our service area. Clearbrook staff attend local and regional advisory and planning meetings so they can provide via Zoom and when possible, in-person informational meetings for families of individuals with disabilities who seek more information about transportation options. In McHenry County (for example), Clearbrook West staff record attendance, use of new routes, modes of transportation, access to and ease of using multi-ride passes, and other changes in modes of transportation (e.g., MCRide's bicycle program).

Performance measures were identified by Little City Foundation and Clearbrook in July 2022 for the community-based employment program collaborative. They included the goal of measuring the performance of the project and the usefulness to its riders. Although it is still a work in progress, both organizations are optimistic that the project will be successful. Data collected will include the following: a) The number of meetings held between the two agencies. These will be documented through meeting minutes and attendance logs; b) The number of trips and individuals served of which one agency transports individuals enrolled in the partner agency's programs. This will be documented through trip logs; and c) The travel distance and driver time saved by using collaborative routes for the purposes of employment-related transportation. This will be documented by a comparison of actual trip logs against on-line (Google) map estimates of trip time and distance that would have occurred without collaboration between agencies. Use of vehicles to employment sites or geographic areas that both agencies travel to will be consolidated such that routes will be created to transport individuals from LCF and Clearbrook to make travel more efficient and less costly.

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**Please explain how you will gather and report on identified performance measures for this project and identify any additional performance measures that will be used.**

Not applicable to Clearbrook's Transportation Program.

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**Please explain how you will gather and report on identified performance measures for this project and identify any additional performance measures that will be used.**

Not applicable to Clearbrook's Transportation Program.

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<b>Please explain how you will gather and report on identified performance measures for this project and identify any additional performance measures that will be used.</b>	Not applicable.
<b>Federal 50%</b>	533338
<b>Local 50%</b>	533338
<b>Federal 50%</b>	586671
<b>Local 50% Match</b>	586671
<b>Federal 80%</b>	0
<b>Local 20%</b>	0
<b>Federal 80%</b>	0
<b>Local 20% Match</b>	0
<b>Federal 80%</b>	0
<b>Local 20%</b>	0
<b>Federal 80%</b>	0
<b>Local 20% Match</b>	0
<b>Federal 80%</b>	0
<b>Local 20%</b>	0
<b>Federal 80%</b>	0
<b>Local 20% Match</b>	0
<b>Federal 80%</b>	0
<b>Local 20%</b>	0
<b>Federal 80%</b>	0
<b>Local 20% Match</b>	0
<b>Describe the methodology used to develop the above budgets.</b>	The methodology in developing the above budget was sent via email with supporting documentation to Section5310@rtachicago.org.
<b>File</b>	<a href="https://www.formstack.com/admin/download/file/14507214582">https://www.formstack.com/admin/download/file/14507214582</a>
<b>Please provide an explanation for any certificates that are not completed and uploaded with the application</b>	Not applicable.



## FY23 & FY24 Clearbrook Application

Type	Actual	Annualized	Esimation
	1/1/2023 ~ 3/31/2023	FY23	FY24 (1.10 * FY23)
Total Miles	196,080	784,320	862,752
Cost/Mile (\$1.36)	\$ 266,669	\$ 1,066,675	\$ 1,173,343
<b>Federal Portion (50%)</b>		<b>\$ 533,338</b>	<b>\$ 586,671</b>
<b>Local Portion (50%)</b>		<b>\$ 533,338</b>	<b>\$ 586,671</b>

**FY2022 & FY2023 Application  
Section 5310: Enhanced Mobility of Seniors  
and Individuals with Disabilities**



**LOCAL SHARE CERTIFICATION FORM**

I, the undersigned representing

**Clearbrook**

**Emma Hershey**

*(Insert Legal Name of Applicant)*

*(Insert Name of Authorized Official)*

do hereby certify to the Regional Transportation Authority, that the required \$ 533,338  
in local match funds are available and that the source of the funds are from

(be specific) Clearbrook Operating Budget; and comply with local share requirements in FTA  
Circular 9030.1E, which are:

- a. Cash from non-governmental sources other than revenues from providing public transportation services;
- b. Non-farebox revenues from the operation of public transportation service, such as the sale of advertising and concession revenues. A voluntary or mandatory fee that a college, university, or similar institution imposes on all its students for free or discounted transit service is not farebox revenue;
- c. Amounts received under a service agreement with a State or local social service agency or private social service organization;
- d. Undistributed cash surpluses, replacement or depreciation cash funds, reserves available in cash, or new capital;
- e. Amounts appropriated or otherwise made available to a department or agency of the Government (other than the Department of Transportation); and
- f. In-kind contribution such as the market value of in-kind contributions integral to the project may be counted as a contribution toward local share.

**Note: Authorized Official should be that of the official named in the Governing Board Resolution unless other documentation is provided.**

Signature of Authorized Official

04/21/23

Date

**Vice President of Finance**

Title

**FY2022 & FY2023 Application  
Section 5310: Enhanced Mobility of Seniors  
and Individuals with Disabilities**



**CERTIFYING AUTHORITY**

I am duly authorized to make the following certification on behalf of the Applicant Organization and based on my position, knowledge and experience with the Applicant Organization:

- 1) the information contained in the Application, including attachments, is true and correct;
- 2) the Applicant has the requisite fiscal, managerial, and legal capabilities to carry out the operations and maintenance of the Project in accordance with 49 U.S.C. Section 5310; and
- 3) the Applicant shall adhere to the federal, state and local requirements related to the Project.

**Note: Authorized Official should be that of the official named in the Governing Board Resolution unless other documentation is provided.**

A handwritten signature in black ink, appearing to read "A. D. L.", is written over a horizontal line.

Signature of Authorized Official

April 21, 2023

Date

**President and CEO**

Title

**FY2022 & FY2023 Application  
Section 5310: Enhanced Mobility of Seniors  
and Individuals with Disabilities**



**Equal Employment Opportunity (EEO) Certification Form**

---

I, the undersigned representing  
Clearbrook

*(Insert Legal Name of Applicant)*

Anthony Di Vittorio

*(Insert Name of Authorized Official)*

do hereby certify to the Regional Transportation Authority,

- This organization will not have 50 or more transit-related employees even if awarded this project.
- This organization has 50 or more transit-related employees and attached is our EEO Program.
- This organization will develop and submit an EEO Program should we be awarded a 5310 project and have more than 50 transit-related employees.

Signature of Authorized Official

April 21, 2023

Date

President and CEO

Title

*Agencies that have 50 or more transit-related employees are required to prepare and maintain an EEO Program. Transit-related employees are defined as all part-time employees and employees with collateral duties that support the transit program. For example, anyone who processes payments for a 5310-funded project would be considered a transit-related employee.*

**FY2022 & FY2023 Application  
Section 5310: Enhanced Mobility of Seniors  
and Individuals with Disabilities**



**Single Agency Audit Certification Form**

In accordance with CFR, Title 2-Subtitle A, Chapter II, Part 200, Subpart F, *Audit Requirements*, a Grantee that expends \$750,000 or more of federal funds from all sources during its fiscal year is required to have a single audit performed in accordance with CFR, Title 2, Part 200.

**Please check the appropriate box:**

- I certify our agency did not expend \$750,000 or more in federal awards during our most recent fiscal year ending on \_\_\_\_\_(mm/dd/yy).
- I certify our agency expended or will expend \$750,000 or more in federal awards during our most recent fiscal year ending on 06/30/23(mm/dd/yy) and has fulfilled or will fulfil the audit requirement under CFR, Title 2, Part 200.
- In the event the my agency does receive \$750,000 or more in total from all federal sources during the current fiscal year, my agency will comply with the Single Audit Act and submit to the RTA a copy of its most recent audit conducted in compliance with the Act.

\_\_\_\_\_  
Signature of Authorized Official

**Vice President of Finance**

\_\_\_\_\_  
Title

April 21, 2023

\_\_\_\_\_  
Date

**FY2022 & FY2023 Application  
Section 5310: Enhanced Mobility of Seniors  
and Individuals with Disabilities**



**Private Non-Profit Organization Certification Eligibility**

**Private Non-Profit Organization**

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

\_\_\_\_\_  
Signature of Authorized Official

**President and CEO**  
\_\_\_\_\_

Title

**April 21, 2023**  
\_\_\_\_\_

Date



CINCINNATI OH 45999-0038

In reply refer to: 0255481226  
Nov. 19, 2020 LTR 4168C 0  
36-2420176 201912 67

00013879  
BODC: TE

CLEARBROOK  
1835 W CENTRAL RD  
ARLINGTON HTS IL 60005-2410

135205

Employer ID number: 36-2420176  
Form 990 required: Yes

Dear Taxpayer:

We're responding to your request dated Nov. 10, 2020, about your tax-exempt status.

We issued you a determination letter in 196604, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period:

- Form 990, Return of Organization Exempt From Income Tax
- Form 990EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at [www.irs.gov/forms-pubs](http://www.irs.gov/forms-pubs) or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m.,

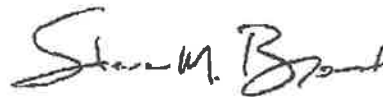
0255481226  
Nov. 19, 2020 LTR 4168C 0  
36-2420176 201912 67  
00013880

CLEARBROOK  
1835 W CENTRAL RD  
ARLINGTON HTS IL 60005-2410

local time, Monday through Friday (Alaska and Hawaii follow Pacific time).

Thank you for your cooperation.

Sincerely yours,



Steve M. Brown, Operations Manager  
Operations 3-CIN

303



**CLEARBROOK BOARD OF DIRECTORS**

**BOARD RESOLUTION**

**Resolution Number: 1**

**Project Title:** Community Connections for Adults with Disabilities

**Whereas,** the Regional Transportation Authority (the "Authority"), is authorized to make such grants as the designated recipient of the FY'2022 and FY'2023 Section 5310 program for Northeastern Illinois; and

**Whereas,** the Authority has the power to expend funds for use in connection with FY2022 and FY2023 Section 5310 projects; and

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

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

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF CLEARBROOK:**

**Section 1.** That the President and CEO and his/her successor is authorized to execute and file applications on behalf of Clearbrook with the Regional Transportation Authority for a FY2022 and FY2023 Section 5310 grant for Community Connections for Adults with Disabilities.

**Section 2.** That the President and CEO and his/her successor is authorized to furnish such additional information, assurances, certifications and amendments as the Regional Transportation Authority may require in connection with the FY2022 and FY2023 Section 5310 grant agreement application.

**Section 3.** That the Vice President of Finance and his/her successor certify that Clearbrook will provide the required local match from Clearbrook's General Operating Budget funds.

**Section 4.** That the President and CEO and his/her successor is authorized and directed on behalf of Clearbrook to execute and deliver grant agreements and all subsequent amendments thereto between Clearbrook and the Regional Transportation Authority for FY2022 and FY2023 Section 5310 grant, and the Secretary of Clearbrook is authorized and directed on behalf of Clearbrook to attest said agreements and all subsequent amendments thereto.

**Section 5.** That the President and CEO and his/her successor is authorized and directed to take such action as is necessary or appropriate to implement, administer and enforce said agreements and all subsequent amendments thereto on behalf of Clearbrook.

PRESENTED and ADOPTED the 31 day of March, 2023

  
\_\_\_\_\_  
Signature of Authorized Official

Barry M. Masck  
Clearbrook Board of Directors Chairperson

  
\_\_\_\_\_  
Signature of Attest

Ed Fiorentino  
Clearbrook Board of Directors Secretary