

Form Name: RTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program - GRAY
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Date	Apr 15, 2023
Project Title	Little City FY2022 & 2023 S5310 Transportation Project
Applicant's Legal Name	Little City Foundation
Contact Person	Shawn Jeffers
Address	1760 W. Algonquin Rd Palatine, IL 60067
Telephone #	(847) 221-7713
Email	emartinez@littlecity.org
Applicant Fiscal Year	2023
SAM #	SBSDGBABTGA7
DUNS #	069962314
Request Type (Check all that apply)	Operating
Organization type (Check all that apply)	Private Non Profit
Human Services Transportation Plan (HSTP)	Goal #2 - Expand Service Areas and Hours (pg 74) Goal #7 - Explore Collaboration/ Consolidation of Similar Services (pg 81)
On To 2050 Plan	Ensure Equitable Transit Access 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]):

Little City is requesting funding to assist with providing transportation services to individuals with intellectual and developmental disabilities, the population we serve. Little City operates residential and day program facilities, across Cook, Lake, and DuPage Counties, with locations in Arlington Heights, Chicago, Hanover Park, Hoffman Estates, Grayslake, Mundelein, Palatine, Roselle, Schaumburg, and Streamwood. Participants who live in their family's private homes are also served. Participants of Little City engage transportation services for the purpose of attending day programs, medical appointments, employment, shopping, and community integration activities. Little City's transportation department supports every facet of program delivery by maintaining the mechanical condition of vehicles, ensuring that the interiors are clean and disinfected daily, have adequate fuel, and properly staffed according to Little City policy.

This project is needed because over 95% of Little City participants have an intellectual or developmental disability and need consistent assistance and support. Currently, there are nearly 1,100 individuals with disabilities that Little City serves, including over 200 individuals for whom Little City is the sole transportation provider. Due to safety considerations, regulatory guidance regarding staff accompaniment of persons with disabilities, and limitations of service areas and hours of operation, most public transportation systems are unable to provide the necessary services for the individuals served by Little City. Many of the riders are nonverbal and/or unable to read: many have multiple diagnoses, including concurrent medical conditions that require constant observation and care; still others exhibit problematic behaviors requiring intervention from trained staff to minimize the risk of harm to self or others. Given to the nature of their disability, many of the individuals served are incapable of safely, successfully, and independently navigating any transportation service that requires an understanding of the transportation system and/or agency on the part of the passenger.

In support of goal #2, the Little City transportation program can operate 24 hours a day, seven days a week, with most trips occurring from 6:30am to 4:30pm on weekdays in areas that include Lake County, suburban Cook County, and northern DuPage County. The highest volume of transportation and are related to driving participants to and from community day programs. Medical transportation is provided by health and community specialists for individuals with disabilities to attend medical appointments and community activities. Urgent, non-emergency medical transportation is provided by appropriate Little City personnel when required, 24 hours a day, 365 days a year. Finally, the service area is not limited by strict geographic boundaries. Every effort is made to provide transportation to all participants in ways that ensure consistent quality of service and safety.

In support of goal #7, Little City will continue to partner with other human service agencies by providing round-trip transportation between the residential facilities and Little City's community day service sites. In addition, Little City will continue to collaborate with transportation providers,

including but not limited to PACE ADA Paratransit service, Ela Township and other townships and local municipalities that operate transportation services. This can be beneficial for individuals that would like to participate but for whom Little City is unable to provide transportation directly.

An additional effort to support the goals of HSTP and ON TO 2050 Plan, Little City has undertaken two new partnership activities. First, Little City is collaborating with Clearbrook to provide employment related transportation the other agency's participants where routes, service times, and other trip conditions logically coincide. Second, Little City is one of seven other HSAs participating in a transportation collaborative for individuals with developmental disabilities, seniors, and low-income individuals. The purpose of project is to conduct a planning study to determine if there are efficiencies to be achieved by consolidating or coordinating service delivery and support services associated with the transportation programs.

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

Little City Foundation will continue to operate this service. Transportation activities, including, but not limited to, driving, route planning, and fleet vehicle maintenance will primarily be carried out by Little City's transportation department staff. Safety checks will be completed regularly on all vehicles. Preventative maintenance schedules follow manufacturer's recommendations for each vehicle as well as IDOT and Pace guidelines.

Every driver receives ongoing training. Dispatchers and drivers receive classroom and on-the-road training that addresses emergency procedures, how to assist individuals with disabilities, and how to properly use wheelchair lifts, CPR and First Aid, route orientation and how to best communicate with First Responders. In addition to transportation department drivers, properly trained Direct Support Professionals (DSPs), may also drive participants in approved vehicles, particularly during off-peak hours. A copy of his/her license is on file with Little City's Human Resources Department.

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

Access is improved because Little City is not restricted by strict geographic boundaries. Transportation service geography is limited by the Illinois Department of Human Services regulations, which limit the amount of time individuals with disabilities may spend in transit to and from services to one hour per trip. The primary service area encompasses most of Lake County, north suburban Cook County, and northern DuPage County. Little City makes strives to provide transportation to every individual who wishes to participate in the agency's programs and services.

Residents of homes or other residential facilities owned and operated Little City receive round-the-clock transportation services for all Chicago-area destinations, and under certain circumstances, for destinations outside of the greater Chicago metropolitan area. Participants of Little City's community day services receive transportation services directly from Little City whenever possible. For individuals who reside in areas that Little City's transportation department is unable to serve directly, the agency's transportation staff coordinate rides with other transportation providers, including PACE ADA Paratransit Service, third-party bus companies, township transportation services, and other transportation providers as appropriate.

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

Little City's programs and services are designed to serve children and adults with intellectual and developmental disabilities by providing the best options and opportunities to live safely, learn continuously, explore creatively and work productively throughout their lifetime. Transportation is a component of that for the population we serve. Service for this S5310 Transportation project is restricted to participants of Little City's programs and services, or participants of Clearbrook, all of whom are individuals with disabilities. Most, if not all individuals served through this project, are low income. Many are seniors.

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.

Marketing the S5310 transportation project to the population Little City serves is complex. The process in place follows state-defined criteria needed to qualify for disability services. Prior to participation in Little City's programs, individuals are assessed by a state-assigned Independent Service Coordination agency (ISC) to determine his or her eligibility. ISC agencies are contracted and authorized by the Illinois Department of Human Services Department of Developmental Disabilities Services. A matrix that includes factors such as IQ, limitations in activities of daily living, communication difficulties, and mobility functions is used when determining if individuals qualify for services. Because of the complexities of this process, marketing transportation services to the general public is not suitable. Be that as it may, the availability of transportation services is communicated to participants and their family members or guardians by Little City staff.

In the case of individuals or family members/guardians who do not speak English, they may receive informal interpretation services from a Little City staff member that is fluent in the participant's native language. Additionally, they can also request to receive the services of an outside interpreter. This also applies for those who are deaf/hard of hearing and require sign language communication. Common language barriers among Little City's participants are the inability to engage in verbal communication or severe limitations in verbal communication abilities. As a result, Little City staff use a variety of methods to communicate with non-verbal individuals ranging from low-tech, image-based communication tools all the way to high-tech voice synthesizers. It cannot be noted enough that effective communication is primarily accomplished by patient staff members who have invested time and energy to learn specific individuals' unique communication methods.

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.

Little City utilizes public transportation options such as PACE ADA Paratransit Service and township transportation services where and when available. In addition, Little City coordinates transportation services with other Human Service Agencies (HSAs) with whom the agency shares individual residents or participants. Over the course of S5310-2021-03, Little City collaborated with Clearbrook to provide employment related transportation the other agency's participants where routes, service times, and other trip conditions logically coincide. Findings from data sets that were compiled did not present a feasible opportunity for ridesharing between the two organizations for various reasons such as work schedules not aligning with route times, vehicle capacities being full, the location of the work sites not aligning with any existing routes, etc. COVID protocols that have been in place were also a factor. However, now that the pandemic restrictions are being lifted, we remain hopeful that rideshare opportunities will emerge.

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?

Little City has been fortunate enough to become a recipient of the Section 5310 transportation project awarded by the RTA beginning in October of 2017 (TSA S5310-2015-01). Since that time, Little City has successfully operated and managed Section 5310 transportation projects awarded by the RTA. Most recently, Little City was successful in expending TSA S5310-2021-03, a \$500,000 award from the RTA with a 50% local match (\$500,000) from Little City. This award included billing for November 2020 through May 2022. As a recipient of the Section 5310 funding, Little City staff have continued to gain more experience, knowledge, technical and administrative ability as well as financial capacity to be successful with managing this grant. For the purposes of this transportation project, if awarded, Little City abide by all reporting requirements and manage this project by drawing on human talent resources to ensure that our population is served with quality, dignity, and respect.

In addition to the Section 5310 transportation project awarded by the RTA, Little City has also been awarded other federally funded HUD Community Development Block Grants (CDBG) from Cook, Lake, and DuPage Counties, the Villages of Arlington Heights and Schaumburg, and the City of Waukegan. This project will be managed by use of previous experience, know

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.

Goal 1 does not apply to this project.

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).

Performance Measures include the total number of trips/riders served as well as the number of trips/riders outside of core service hours. The measures will be recorded via trip logs. No measure of extended boundaries is appropriate because the Little City transportation project does not recognize formal service boundaries.

2021: Seniors 65 years of Age and Over (Projects Serving Seniors) n/a

2022: Seniors 65 years of Age and Over (Projects Serving Seniors) n/a

2023: Seniors 65 years of Age and Over (Projects Serving Seniors) n/a

2024: Seniors 65 years of Age and Over (Projects Serving Seniors) n/a

2021: Individuals with Disabilities 127380

2022: Individuals with Disabilities 162438

2023: Individuals with Disabilities 195000

2024: Individuals with Disabilities 195000

2021: General Public n/a

2022: General Public n/a

2023: General Public n/a

2024: General Public n/a

2021: Total 127380

2022: Total 162438

2023: Total 195000

2024: Total 195000

Existing operating hours (2022) Monday thru Friday: 7am - 5pm,
On-demand 24/7

Saturday & Sunday: On-demand via residential staff

Projected expansion hours (2023)	Monday thru Friday: 7am - 5pm, On-demand 24/7 Saturday & Sunday: On-demand via residential staff
Projected Expansion Hours (2024)	Monday thru Friday: 7am - 5pm, On-demand 24/7 Saturday & Sunday: On-demand via residential staff
Number of New riders expansion hours	Monday thru Friday: 2-5 new riders Saturday & Sunday: 2 new riders
Existing 2022	South & Eastern Lake County North suburban Cook Northern DuPage Portions of McHenry Portions of Kane
Projected 2023	South & Eastern Lake County North suburban Cook Northern DuPage Portions of McHenry Portions of Kane
Projected 2024	South & Eastern Lake County North suburban Cook Northern DuPage Portions of McHenry Portions of Kane
Existing 2022	TBD based on need
Projected 2023	TBD based on need
Projected 2024	TBD based on need
List of Partners	Clearbrook
Interagency Agreement	In-progress
County(s)	Cook, Lake, DuPage, Kane, McHenry
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.	Goal #3 does not apply to this project.

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.

Goal #4 does not apply to this project.

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.

In addition to collaborating with Clearbrook on providing employment related transportation services to the other agency's participants where routes, service times, and other trip conditions coincide, Little City is also participating in a transportation collaborative for individuals with developmental disabilities, seniors, and low-income individuals. This is a planning study with seven other HSAs - Ray Graham Association, Clearbrook, CTF Illinois, New Star, Blue Cap, Sertoma, and Park Lawn. The purpose of the project is to conduct a planning study to determine if there are efficiencies to be achieved by consolidating or coordinating service delivery and support services associated with the transportation programs. The Texas A&M Transportation Institute (TTI) has been awarded contract to complete the planning study. To date, an initial meeting has occurred in January 2023 and TTI has completed site visits in March and obtained transportation data unique to each HSA. TTI is currently analyzing the findings and will release 1 of 4 technical memos in the coming months. Little City remains hopeful that the outcomes from this planning study will show that there can be areas for improvements in costs and efficiency through collaboration for the benefit of the population we all serve without compromising the quality of service already established by each HSA.

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.

Goal #8 does not apply to this project.

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.

Goal #9 does not apply to this project.

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.

The undertaking of a new Section 5310 related capital infrastructure does not apply to this project.

Federal 50%

620657

Local 50%

620657

Federal 50%

651690

Local 50% Match	651690
Federal 80%	0
Local 20%	0
Federal 80%	0
Local 20% Match	0
Federal 80%	0
Local 20%	0
Federal 80%	0
Local 20% Match	0
Federal 80%	0
Local 20%	0
Federal 80%	0
Local 20% Match	0
Federal 80%	0
Local 20%	0
Federal 80%	0
Local 20% Match	0
Federal 80%	0
Local 20%	0
Federal 80%	0
Local 20% Match	0

Describe the methodology used to develop the above budgets.

The operating expense for year 1 was developed using an average of actual transportation costs over the past three fiscal years with a ten percent increase to account for inflation and additional costs related to the pandemic precautions. Year 2 costs were projected by adding an additional five percent to the year 1 amount.

Little City has billed for Section 5310 funds using a detailed accounting of every allowable cost over the years as a recipient. Although a matching opportunity has been presented to assist with establishing a cost per mile for Little City, was not able to participate at this time. Little City transportation staff continue to work towards establishing a cost per mile and seeking approval from RTA. No date has been set but Little City transportation staff are aware of the benefits of streamlining the billing process for this grant.

Please provide an explanation for any certificates that are not completed and uploaded with the application

03 Title VI Plan Certification Form - New Applicants Only
06 Traditional Project Certification Eligibility Units of Local Government -
New Applicants Only

CERTIFICATIONS AND BOARD RESOLUTION



GOVERNING BOARD RESOLUTION

Resolution No. **RTA53102022-2023**

Project Title **Little City FY2022-2023 S5310 Transportation Project**

Resolution authorizing applications for and execution of a FY2022 and FY2023 Section 5310 grant agreement under the Regional Transportation Authority’s general authority to make such Grants.

Whereas, the Regional Transportation Authority (the “Authority”), is authorized make such grants as the designated recipient of the FY2022 and FY2023 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 Little City Foundation:

Section 1. That *Shawn E. Jeffers, Executive Director, and his successor* is authorized to execute and file applications on behalf of *Little City Foundation* with the Regional Transportation Authority for a FY2022 and FY2023 Section 5310 grant for the **Little City FY2022-2023 S5310 Transportation Project**.

Section 2. That *Shawn E. Jeffers, Executive Director, and his successor* is authorized to furnish such additional information, assurances, certifications, and amendments as the Regional Transportation Authority may require in connection with this FY2022 and FY2023 Section 5310 grant agreement application.

Section 3. That *Shawn E. Jeffers, Executive Director, and his successor* certify that *Little City Foundation* will provide the required local match from *Little City’s* General Operating funds.

Section 4. That *Shawn E. Jeffers, Executive Director, and his successor* is authorized and directed on behalf of *Little City Foundation* to execute and deliver grant agreements and all subsequent amendments thereto between *Little City Foundation* and the Regional Transportation Authority for FY2022 and FY2023 Section 5310 grant, and the Secretary of *Little City Foundation* is authorized and directed on behalf of *Little City Foundation* to attest said agreements and all subsequent amendments thereto.

Section 5. That *Shawn E. Jeffers, Executive Director, and his 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 *Little City Foundation*

PRESENTED and ADOPTED the 19 day of April, 2023



Signature of Authorized Official

Gregory Burns, President

Name and Title



Signature of Attest

Charles G. Fergus, Secretary

Name and 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 'Shan E. Jones', is written above a horizontal line.

Signature of Authorized Official

04 / 13 / 2023

Date

Executive Director

Title

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



LOCAL SHARE CERTIFICATION FORM

I, the undersigned representing

Little City Foundation Shawn E. Jeffers

(Insert Legal Name of Applicant)

(Insert Name of Authorized Official)

do hereby certify to the Regional Transportation Authority, that the required \$ 1,272,347
in local match funds are available and that the source of the funds are from

(be specific) Little City General Operating Buc; 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

Executive Director

Title

04 / 13 / 2023

Date

**FY2022 & FY2023 Application
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and Individuals with Disabilities**



TITLE VI PLAN CERTIFICATION FORM

Not applicable to this project

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving Federal financial assistance.

The program receiving such funds, shall abide by, and is committed to ensuring that no person is excluded from participation in or denied the benefits of, its activities or services on the basis of race, color, or national origin.

I, the undersigned representing

(Insert Legal Name of Applicant)

(Insert Name of Authorized Official)

do hereby certify to the Regional Transportation Authority,

that the attached Title VI Plan, approved on _____ is in effect.

Or

that a Title VI Plan will be developed should an award be made pursuant to this application.

that _____ will adopt the RTA's Title VI Plan.
(Insert Legal Name of Applicant)

Signature of Authorized Official

Date

Title

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



Equal Employment Opportunity (EEO) Certification Form

I, the undersigned representing
Little City Foundation

(Insert Legal Name of Applicant)

Shawn E. Jeffers

(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.

A handwritten signature in black ink, appearing to read "Shawn E. Jeffers", is written over a horizontal line.

Signature of Authorized Official

04 / 13 / 2023

Date

Executive Director

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
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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 _____(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.

A handwritten signature in black ink, appearing to read 'Shan E. [unclear]', is written over a horizontal line.

Signature of Authorized Official

Executive Director

Title

04 / 13 / 2023

Date

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



Traditional Project Certification Eligibility Units of Local Government

(New Applicants Only)

Not applicable to this project

Public agencies must certify that no non-profit agencies are readily available in order to be eligible for traditional 5310 project funding.

- As a unit of local government, (insert name of unit of local government) certifies that no non-profit agency is readily available in the area. The RTA will contact you to assist with the certification process.

- As a unit of local government, (insert name of unit of local government) does not wish to become a certified agency.

Signature of Authorized Official

Date

Title

**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, (Little City Foundation) have attached to this application is our IRS 501(c)(3) letter establishing our eligibility for Section 5310 funding.

A handwritten signature in black ink, appearing to read 'Shan E. [unclear]', is written above a horizontal line.

Signature of Authorized Official

Executive Director

Title

04 / 13 / 2023

Date