

Form Name:	RTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program - GRAY
Submission Time:	April 20, 2023 9:48 pm
Browser:	Chrome 112.0.0.0 / Windows
IP Address:	208.255.6.82
Unique ID:	1093358048
Location:	37.751, -97.822

Date	Apr 20, 2023
Project Title	RGAs Comprehensive Transportation Plan
Applicant's Legal Name	Ray Graham Association for People with Disabilities
Contact Person	Barbara Cerny
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Applicant Fiscal Year	2022-2023
SAM #	JF9TUEG36864
DUNS #	068581396
Request Type (Check all that apply)	Operating Existing Project
Organization type (Check all that apply)	Private Non Profit
Human Services Transportation Plan (HSTP)	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)
On To 2050 Plan	Facilitate Partnerships for Service Sharing and Consolidation 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]):

Ray Graham Association's (RGA's) Comprehensive Transportation Program (CTP) exists to provide safe, efficient and cost-effective transportation to people with disabilities who participate in a variety of RGA programs to take full advantage of life in the community. Practical public transportation options for people with intellectual disabilities in DuPage County are extremely limited. RGA's Community Learning Centers and most CILA or "group" homes are not located near public transportation routes. Many people supported also have physical disabilities that require wheelchair accessible vehicles and need assistance for all aspects of travel. The physical challenges involved with accessing public transportation would be a near impossible barrier for the people we support. People supported are active members of the community; they volunteer, work, attend worship services and participate in other civic activities. Safe, reliable transportation and trained support staff to ensure safe navigation are critical components of their lives. This proposal seeks to provide for essential transportation services to people with the most significant disabilities. This is accomplished through the use of RGA's 76 vehicle fleet with drivers that have specialized training to handle the highly complex needs and situations that may arise to address the needs outlined in the HSTP Final Report.

RGA provides services and supports to nearly 2,000 people with intellectual and other types of disabilities annually. It is our mission to empower people with disabilities to reach, grow and achieve. We endeavor to provide supports that promote the development of independent living skills through five primary areas-Employment, Life Skills Development, Recreation, Family Support and Residential services. Accessible transportation is central to health, wellness and quality of life for the people the organization provides services to, as well as individuals served by other human service providers.

RGA provides services to approximately 800 individuals who have access to RGA's transportation services for daily living activities and health care. The range of transportation needs vary from customized curb-to-curb, or as we say, kitchen-to-kitchen for our population, demand accessible services to dial-a-ride, to fixed bus routes. The organization has built capacity internally to assist people to find the most appropriate and affordable transportation options internal and external to RGA.

RGA's (CTP) supports the strategies for the following HSTP goals:

Goal #1-Establish Mobility Management and Travel Training Network.

"The RTA encourages applicants to apply for mobility management funding to staff a Mobility Manager position to lead administration of individual projects." RGA is seeking support for mobility management of the RTA transportation services that we manage.

Goal #2-Expand Service Areas and Hours.

We strive to partner with other human service organizations to provide transportation options in the community. Actively, we are currently partnering with DuPage Pads and Nami DuPage to assist them to provide transportation.

Goal #7 Explore Collaboration/Consolidation of Similar Services

RGA is currently leading efforts to collaborate with eight organizations

through a study to evaluate the feasibility of coordinating transportation services that will result in expanding the service areas and ridership along with a possible reduction in cost. These goals were described as priorities through RTA's HSTP as well through the PAC meetings.

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

RGA's Comprehensive Transportation Program is operational through a support team headed by leadership which is comprised of the Director of Transportation, the Transportation Coordinator and Program Directors. Direct Support Professionals are required to complete training courses and graduate. Support team members in direct support roles drive vehicles as well as work in all other job capacities related to supporting people with disabilities. The drivers of the vehicles are responsible for following schedules, safely storing the mobility equipment inside the vehicle and maintaining records. The drivers are familiar with the adaptive equipment within the vehicle itself in order to note any needed repairs. The drivers of the RGA vehicles are familiar with the people they transport, understand their unique challenges and know how to effectively communicate with each individual. RGA strives for person-centered quality supports and services in all our programs including transportation. Accredited by the Council on Quality and Leadership since 1996 RGA routinely does an extensive evaluation of all its supports and services to provide the best outcomes for the people supported by RGA.

RGA has entered into MOUs with Little City Foundation, Clearbrook, CTF Illinois and Community Service Partners, New Star, Blue Cap, Sertoma and Park Lawn for the purpose to clearly identify the roles and responsibilities of each party as they relate to the application for the collaboration transportation research grant from RTA. RGA does not contract with others to provide transportation services, however, we do have formal agreements with Pace and Enterprise for vehicles and fleet management.

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

RGA's CTP provides seamless transportation services without boundaries, which makes this service unique and addresses vital, necessary and life-fulfilling services for people supported by our programs. Transportation to routine and specialty health care throughout the Chicago metropolitan area and beyond is absolutely necessary. For example, Pace vans and paratransit vehicles are being used to transport individuals to the Milestone Dental Office in Rockford. This office is available to people supported who require sedation for dental procedures. Some CILA residents are transported to the Lutheran General Hospital in Park Ridge for specialty Down syndrome and dementia related medical services. Vehicles have also transported people outside of the project's geographic boundaries for recreational outings that promote health and wellness. Occasionally, there have been out of state recreational trips. RGA vehicles are used to transport Special Olympics athletes to tournaments outside DuPage County. Further, people supported are transported to volunteer with Meals on Wheels delivering meals to the community's senior population and annually volunteer through various programs nearly 4,000 hours per year with an approximate value of \$ 96,000.00.

People with intellectual and other types of disabilities tend to live an isolated life. Socialization and recreation are critical for a quality of life and RGA supports people to attend sporting events, festivals, concerts at Millennium Park and Grant Park and visits to Great America, Brookfield Zoo and Lincoln Park Zoo as well as trips to Wisconsin and others outside of our normal routes.

Generally speaking, it is challenging with travel outside of the county because it must be coordinated. RGA staff routinely link people to the Ride DuPage program. Rides may originate in DuPage County and end at their home or work address, which may be outside of DuPage County.

Obviously, that presents numerous challenges. So, without the assistance of our staff that serve as mobility navigators, people are unlikely to be successful with a reliable transportation plan.

When needed, depending on the capability of the person supported, Pace fixed bus routes, Metra and taxi services that go beyond DuPage County have been used and will be used for work trips and/or CLC community-based activities.

Through the RTA 5310 program, RGA is leading the development of a study in the beginning stage that would extend the boundaries of operational service and create a collaborative mobility management program with eight other nonprofits in the RTA service area. This collaboration meets the goals of RTA's HSTP:

- 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 services in EDA's, low density areas, and for seniors and people with disabilities.
-

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

RGA provides services for people with disabilities, many of whom are seniors, and almost exclusively low income. Our services are designed to meet their needs and certification of disability and income are requirements to enter services. All transportation options and changes to transportation/mobility management services (including new capabilities) are communicated to the people supported through their Direct Support Professional and caseworkers. People with disabilities that RGA supports are given priority in all activities related to the transportation services at RGA.

RGA addresses Unmet Transportation Needs for Public Health, Wellness, and Economic Development as shown in the Survey Summary in the HSTP Plan through our current service model providing kitchen to kitchen services, meaning the people supported require assistance all the way into the building and even to the room that they are accessing. RGA offers ADA accessible transportation options and trained drivers for people with severe disabilities in DuPage County who would otherwise be homebound. These services are offered on-demand 24/7 and 365 days per year through an intricate dispatching system.

Through RGA's CTP, the transportation needs of people with developmental and physical disabilities, including many people who are also senior citizens, are met. RGA's

Employment Services team may receive referrals from the Division of Rehabilitation Services to assist people with mental illness and military veterans returning from service. In these cases, people may receive assistance and guidance in accessing Ride DuPage services or receive support from RGA's employment team in accessing public transportation.

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.

RGA's CTP is a component of the array of services offered to potential service recipients. Efforts are made to ensure that people with disabilities and their family members or legal representatives have all the information needed to make informed decisions about the care and support provided by RGA staff members and programs, particularly about the transportation services available.

During meetings with high school transition students (job preparedness training), staff members describe the importance of person-centered activities based on the individual goals of each day for the services participant, with the focus of building interpersonal relationships. From September through April each school year, RGA team members participate in school district resource fairs, parent panels, Town Hall meetings, legislator meetings, individual family meetings and presentations. During these outreach activities, RGA's service offerings, which include transportation services, is marketed to these families. As families indicate interest, they are invited to bi-monthly RGA site tours to learn more about programs and determine if there is a good fit for their loved one. A screening/evaluation is completed as is a "dry run" (2-3 days) to determine if there is a fit. We are currently hosting three large resource fairs at the Wheaton Public library over several months to bring awareness to the services, including transportation services, offered to people with disabilities in the community. RGA actively seeks to be a strong community partner and collaborator.

Finally, RGA executive leaders and senior staff members present at conferences and other public forums and provide consulting services. Adults are often referred to RGA after first connecting with Service, Inc., which is the case management and referral source, as well as the Division of Rehabilitation Services, and are assigned an interpreter if necessary. Spanish, Polish, and Hindi are languages that have been encountered in the past. Internally, RGA has Polish, Spanish, Hindi, and American sign-language interpreters. RGA also contracts with an external interpretation service when the need arises for languages not normally encountered. Nonverbal participants are evaluated, and a support team works to create a solution which includes appropriate communication formats, including audio, large font, photos, or other means, to allow the person supported to be able to communicate to the best of their ability.

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.

Coordination and collaboration are necessary components of the programs and services we offer. Given the wide range of individuals served by the organization, our staff must coordinate with other public transportation providers. As previously mentioned throughout the application, RGA supports people with disabilities to travel by coordinating services with Ride DuPage, Ride Will, Ride Kane, Pace dial-a-ride, fixed bus routes, Metra, and various other municipal paratransit providers.

RGA participates in the Pace Van Pool, and has done so for quite some time. RGA's Human Resources department and the Transportation Coordinator work closely with Pace to ensure that all Pace certified drivers are drug tested and attend Pace certification training. Pace drivers must also complete a physical examination annually. Buses have required lift equipment to safely transport people with developmental, and in many cases, physical disabilities.

RGA has a long-standing partnership with the Illinois Department of Transportation. This partnership supports the organization to routinely replace and maintain accessible vehicles that are critical to meet the high-level needs of much of the population.

RGA received funding for a safety program through Union Pacific Foundation for the people we support in FY2022. Through this program participants learned about transportation safety in the community and took several trips on the Metra trains as well as learning about stranger danger and safety around railroad tracks. As part of this program, we invited RTA out to educate us more on the resources they have available for people with disabilities. Through this opportunity we learned that it is best to plan ahead to be more aware of our routes. Metra is fully accessible, and one car can accommodate up to three people who use wheelchairs. The accessible cars also have accessible restrooms available for long trips or as needed. We also learned about their updated Ride Free Cards, Reduced Fare cards, and the Ventra App/Card. People supported were very impressed with the resources and knowledge shared by RTA, and the presenter was very interactive. RTA presented at two of our locations and each time was phenomenal. RGA's Transportation Safety Training Program is offered annually and involves accessing Pace fixed bus routes and Metra train routes; participants also learn how to protect their money, identification and respond to emergency situations.

RGA is presently collaborating with eight other nonprofit agencies in order to coordinate trips and services through a study funded by the RTA. The cost savings of this coordinated effort will lead to the possibility of expanding service areas and the number of people served through transportation. RGA earnestly seeks to work with RTA to address its priorities and to be using RTA funds in a responsible manner to provide this necessary service. Transportation to people with disabilities is much more than vehicles and a function. Transportation is at the root of providing equal access and equal rights to an underserved population in its quest to access the everyday opportunities that you and I take for granted. RGA is a champion for people with disabilities in the community and seeks to provide person-centered opportunities that are made possible through transportation services.

Further, RGA offers transportation services to NAMI DuPage and DuPage Pads to allow for employment opportunities and the ability to access health appointments for the people they serve.

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?

The key leaders of this project include our Director of Property and Operations and Chief Financial officer. These two key leaders collaborate with other key department heads to ensure proper training, execution of daily functions, and quality standards meet or exceed expectations.

Ted Kendzora, Director of Property and Operations

Ted has 23 years of experience with facilities management and Construction Management including regulatory compliance, fiscal and capital budgets, has successfully managed all phases of large facility renovation, and acted as Project Manager of a six-person crew for regional construction projects. He has overseen CDBG, DCEO and all capital projects and has headed transportation for RGA since 2021.

Amber Norman, Chief Financial Officer

With a Master of Business Administration from Northern Illinois University and over 20 years of accounting and audit experience in public and private industries, Amber oversees and directs all finance and business planning activities at RGA, including the annual budget, operating and capital planning. She currently administers the financials for RGA, including all grants. She fosters the financial integrity and fiscal health of the organization.

We manage this project by tracking mileage with Geotab tracking devices and using this data for reporting to RTA. These devices are installed in each vehicle. Once a team member completes the requirements, including the Defensive Driving course, they will receive a Geotab fob. Any time that the vehicle is driven, the Team Member must swipe their fob against that Geotab tracker to initiate the electronic tracking via GPS for mileage reporting. The IT Administrator pulls the monthly Geotab data, reviews and verifies the data for accuracy. IT provides the monthly file to Finance for review and billing. The CFO will repull the Geotab source data to verify accuracy of mileage then submits billing and details to RTA to request the match reimbursement on a monthly basis.

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.

Many factors are used to assess the performance and success of RGA's CTP.

Increase access to the community: Most critical are the ways in which the program allows people served to access their communities and meet their person-centered goals. Many reporting processes are in place to determine the goals of each person served as they relate to community integration and the program-level goals related to community access. For program leaders it is critical that vehicles are in good condition and available and that the support team is able to coordinate multiple activities concurrently to meet the needs of people served. A well-run transportation program is one of the highest priorities of RGA's support team. It is impossible to support people in a manner that promotes their health and well-being without the availability of RGA's vehicle fleet of currently 76 vehicles that are utilized. RGA is already a 24 hour/365 day per year on-demand service with no defined geographic barriers.

Maintain a reliable and quality fleet of vehicles: Vehicle maintenance and safety are high priorities. Out-of-service vehicles create scheduling hardships and also require shifting vehicles from program to program. This can cause service delays and staffing issues. The right vehicle must be available to transport a particular number of people and accommodate the required number of wheelchair accessible positions. RGA's Vehicle Capital Improvement Plan is maintained on an ongoing basis and captures the following vehicle data: the number and type of vehicles required in total and by program, the expected vehicles to be retired, vehicle safety data, data related to vehicle maintenance, vehicle condition criteria and whether vehicles are being driven optimally and/or whether vehicles should be moved between programs.

Maintain the highest standards for safety and efficiency: Geotab reports are maintained and reviewed by RGA's Human Resources team and benefit the organization in many ways. Motorist Observation Reports (aka "How's My Driving?" reports) help trainers and program leaders identify driver issues, allow for in-depth research to determine driving patterns and can be researched to determine vehicle locations. This may lead to safety discussions with drivers, driver retraining and/or safety reviews. Information collected from these activities is used to finalize the Motorist Observation Report process. Quarterly reports will be generated for the benefit of supervisory teams and will assist program leaders as they conduct driver safety meetings and to ensure all driving requirements are achieved. Safety Discussions using Geotab data also provide an opportunity to recognize drivers with the best driving history. In the next year rewards for those with exemplary driving history will be considered. In the event of a vehicle accident, a hard stop or other situations, data collected is used to ensure accurate reports are documented; available data allows for the thorough investigation of accidents and vehicle damage.

RGA's Safety Task Force conducts formal reviews of all accidents both preventable and not preventable. The Task Force updates new driver training components including safety vests, accident reporting, safe driver techniques, managing route modifications, marking/flagging driveways to decrease driver errors/vehicle damage, proper use of lockdown equipment

and defensive driving (annual recertification). Drivers are given defensive driving training during their onboarding and orientation to RGA. The Safety Task Force is continually available to assist drivers in addressing any and all driving concerns.

Pace reports are created and submitted monthly for Pace vehicles using data collected daily as vehicles are driven. Pre/post trip inspection reports are created daily for all non-Pace vehicles. Randomly, Pace requires a vehicle specific usage summary to ensure vehicles are utilized according to Pace requirements including how many miles the vehicles are driven with passengers, without passengers (dead miles), the number of passengers, time of day and addresses of starting and ending points for each trip.

A preventative maintenance database includes oil change timing, lube and tire rotation deadlines, timing of safety inspections, license expirations, insurance claims and vehicle safety certifications.

IDOT five-year reviews are conducted. Annually, the Section 5310 Annual Certification of Use of Project Equipment report is completed for IDOT.

There have been no findings in past reviews. RGA must certify the use of IDOT granted equipment and provide data on vehicle mileage and condition, number of trips and riders with/without disabilities, elderly, and non-elderly. The Transportation Coordinator creates new routes, as required, and trains drivers as routes are implemented. Daily, weekly, monthly, annual and five-year reporting is conducted internally (Executive Leadership Team) and externally (IDOT, Pace) to review issue resolution, process improvement needs, vehicle inspections/maintenance processes, etc. RGA's support team will continue to ensure all required tracking mechanisms are maintained to ensure timely and accurate data capture.

Further, our annual mileage on RTA reports has increased 11% from FY22 to FY23. We aim to increase transportation and mileage as we continue to transition back to more community involvement and activities as individuals are more comfortable post-pandemic.

Increase community partnerships: RGA has numerous community partners, many of which have already been described throughout this proposal. We intend to further expand capacity in this area to facilitate greater collaboration.

Existing 2022	12
Projected in 2023	12
Projected in 2024	14
<p>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).</p>	<p>Increase collaboration to expand service capacity: RGA is leading efforts for a collaboration study with eight other similar human services organizations for transportation services that seek to expand service areas and ridership along with the possibility of reducing costs. The purpose of this study is to address RTA's HSTP goals.</p> <p>The project focus was described to:</p> <ul style="list-style-type: none"> • Develop Service Expansions/Improvements as well as different designs for mobility management services tailored specifically for people with I/DD that can be substantiated by the savings realized. • Develop an Implementation Plan and budget for those improvements and new services. RGA is currently gathering data and organizing information in our internal database to support the collaboration study. <p>RGA is a community partner willing to offer support needed to vulnerable populations. We currently offer transportation mobility management services to NAMI DuPage and DuPage PADS and have offered services to other human services organizations in the community in the past. We will continue to be good community partners and seek to offer support to others.</p> <p>Increase ridership: Our Geotab reporting includes the date and time for each start and end point of every vehicle trip. Management can review the Geotab data to track extended hours and services areas. Because of the complex medical needs of the people we support in our residential program, there were 4,877 trips for medical purposes in FY 2022 alone. Work trips, which include trips from the CILA to the day services for those supported were 104,00 trips in FY 2022. Further, for social and recreational purposes, there were 30,890 trips. These valuable services provided to the people we support through our grant from RTA greatly impact the health and quality of life for the people under our care and provide them with the opportunity to be fully included members of the community. We saw a reduction in the ridership numbers following the closure of our Specialized Living Center in Addison. However, our ridership numbers continue to improve post pandemic and we see them continually increasing in the near future.</p>
2021: Seniors 65 years of Age and Over (Projects Serving Seniors)	60
2022: Seniors 65 years of Age and Over (Projects Serving Seniors)	63
2023: Seniors 65 years of Age and Over (Projects Serving Seniors)	65

2024: Seniors 65 years of Age and Over 70
(Projects Serving Seniors)

2021: Individuals with Disabilities *800 reflected of total number of people who can access transportation.

2022: Individuals with Disabilities 568 Actual ridership

2023: Individuals with Disabilities 600 Actual ridership

2024: Individuals with Disabilities 625 Actual ridership

2021: General Public 0

2022: General Public 0

2023: General Public 0

2024: General Public 0

2021: Total 860

2022: Total 631

2023: Total 665

2024: Total 695

Existing operating hours (2022)
Monday 12:00 a.m.-11:59 p.m.
Tuesday 12:00 a.m.-11:59 p.m.
Wednesday 12:00 a.m.-11:59 p.m.
Thursday 12:00 a.m.-11:59 p.m.
Friday 12:00 a.m.-11:59 p.m.
Saturday 12:00 a.m.-11:59 p.m.
Sunday 12:00 a.m.-11:59 p.m.

Projected expansion hours (2023)
Monday 12:00 a.m.-11:59 p.m.
Tuesday 12:00 a.m.-11:59 p.m.
Wednesday 12:00 a.m.-11:59 p.m.
Thursday 12:00 a.m.-11:59 p.m.
Friday 12:00 a.m.-11:59 p.m.
Saturday 12:00 a.m.-11:59 p.m.
Sunday 12:00 a.m.-11:59 p.m.

Projected Expansion Hours (2024)
Monday 12:00 a.m.-11:59 p.m.
Tuesday 12:00 a.m.-11:59 p.m.
Wednesday 12:00 a.m.-11:59 p.m.
Thursday 12:00 a.m.-11:59 p.m.
Friday 12:00 a.m.-11:59 p.m.
Saturday 12:00 a.m.-11:59 p.m.
Sunday 12:00 a.m.-11:59 p.m.

Number of New riders expansion hours	We will continue to pursue community partnerships for our transportation services and are seeking to expand service areas and new riders with the collaboration grant.
Existing 2022	DuPage County
Projected 2023	DuPage County
Projected 2024	DuPage County
Existing 2022	DeKalb Cook Kane Winnebago Wisconsin
Projected 2023	DeKalb Cook Kane Winnebago Wisconsin
Projected 2024	DeKalb Cook Kane Winnebago Wisconsin
List of Partners	1. NAMI Dupage 2. DuPage PADS 3. Little City Foundation 4. CTF Illinois 5. Clearbrook 6. Community Service Partners 7. Park Lawn Services 8. Sertoma Center 9. Blue Cap 10. Ride DuPage
Interagency Agreement	1.In-Progress 2.In-Progress 3. Yes 4. Yes 5. Yes 6. Yes 7. Yes 8. Yes 9. Yes 10. Yes

County(s)	<ol style="list-style-type: none"> 1. DuPage 2. DuPage 3. Cook, Lake and DuPage Counties 4. Will, Cook Counties 5. Lee, DeKalb, Stephenson, Winnebago, JoDaviess, Ogle, Boone, Cook, Lake, Will, Kankakee, Grundy, Kendall, Kane, McHenry, DuPage 6. Cook, Will Counties 7. Cook County 8. Cook County 9. Cook County 10. DuPage County
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.	<p>RGA is actively adding new human services partners for increased collaboration, coordination, and efficiency of services.</p> <p>RGA is engaged in the collaboration grant project that explores collaboration and consolidation in transportation services with eight other organizations and the possible reduction in costs of such a program and its feasibility. The project proposal expresses:</p> <ul style="list-style-type: none"> • The collaborative efforts of eight human service agencies that provide transportation to people with developmental disabilities, all of which have transportation programs focused on transporting individuals to their agencies, to training sites, and to work sites; and • The exploration of possible ways that route consolidation -- and agency transportation services in general, including supporting services, driver training, software/technology, etc. - can be better coordinated, if not consolidated. We plan on taking the best practices of each organization and implementing a more cost-effective operating plan. <p>The performance metrics for Goal 7 will include the cost efficiencies estimated for the recommended consolidation/coordination efforts, and the new trips that can potentially be afforded by those "savings." The possibility of this extensive collaboration/ consolidation for area wide similar nonprofit organizations will fulfill the priorities as set by RTA in its HSTP. The geographic reach of this proposal includes Cook, DuPage, Will, Kane, Lake and McHenry Counties which will cover the six county RTA priority regions as well as some surrounding areas.</p>
Federal 50%	582965
Local 50%	582965
Federal 50%	600454
Local 50% Match	600454

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%	17045
Local 20%	4261
Federal 80%	17557
Local 20% Match	4389

Describe the methodology used to develop the above budgets.

The budget for operating expenses was developed using the provider's current approved Direct Cost Allocation calculation adjusted to reflect the most recent costs including:

- Wages: Geotab data for the last rolling 12-months (March '22-February '23) including actual driving time x current base wage rates
- Fringe: Calculated at 26% of wages consistent with provider's current approved DCA calculation
- Vehicle Fuel: Rolling 12-months of actual fuel cost for March '22-February '23 for RTA vehicles consistent with provider's current approved DCA calculation
- Vehicle Repairs & Maintenance: 2022 12-months of actual repair and maintenance costs for RTA vehicles consistent with provider's current approved DCA calculation
- Vehicle Safety: Rolling 12-months of actual vehicle safety cost for March '22-February '23 for RTA vehicles consistent with provider's current approved DCA calculation
- Vehicle Insurance: Rolling 12-months of actual vehicle insurance cost for March '22-February '23 for RTA vehicles consistent with provider's current approved DCA calculation
- Vehicle Leases: Actual vehicle lease cost for July '22-February '23 then used YTD average for March-June for RTA vehicles consistent with provider's current approved DCA calculation
- Vehicle Licenses: Actual vehicle license cost for current fleet including renewal cost and fees consistent with provider's current approved DCA calculation

Total annualized costs listed above sum to \$1,131,971.33. Based on geotab total mileage of 391,582 miles driven during the rolling 12-months of March '22-February'23, the Direct Cost Allocation cost per mile would be \$2.89.

The budget for Mobility Management was developed using current labor costs for associated positions including fringe.

CERTIFICATIONS AND BOARD RESOLUTION

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



LOCAL SHARE CERTIFICATION FORM

I, the undersigned representing

Ray Graham Association

(Insert Legal Name of Applicant)

Kimberly Zoeller, President & CEO

(Insert Name of Authorized Official)

do hereby certify to the Regional Transportation Authority, that the required \$ 1,192,069.00
in local match funds are available and that the source of the funds are from

(be specific) cash reserves; 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.

A handwritten signature in black ink, appearing to read 'K. Zoeller', is written over a horizontal line.

Signature of Authorized Official

3-31-23

Date

President & CEO

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 blue ink, appearing to be 'J. Z.', is written over a horizontal line.

Signature of Authorized Official

3-31-23

Date

President + CEO

Title

Title VI Plan

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



TITLE VI PLAN CERTIFICATION FORM

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

Ray Graham Association

(Insert Legal Name of Applicant)

Russ Brondyke, Chief People Officer

(Insert Name of Authorized Official)

do hereby certify to the Regional Transportation Authority,

☒ that the attached Title VI Plan, approved on 4-12-23 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)

Russ Brondyke
Signature of Authorized Official

4-12-23
Date

Chief People Officer
Title



Ray Graham
Association®

Empowering people with disabilitiesSM

RAY GRAHAM ASSOCIATION FOR PEOPLE WITH DISABILITIES

TITLE VI PROGRAM 2023

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Board of Directors

FY23

Jim Sara, Chair
Mazen Ghalayini, Vice Chair
Lou Leonardi, III Interim Secretary/Treasurer
Stephanie Stomberg, Immediate Past Chair
Teri Latavsky, Member at Large
Mary Alice Povolny, Ph.D.
Neville Bilimoria
Anne Cleary Levin
Joseph Derezinski
Larry Elisco
David Farra
Russell Frees
Lee Jorwic
Chris Schneider, CIMA
Cami Smith
Robert Spahn, Jr.

Title VI Policy for Ray Graham Association

INTRODUCTION

Title VI of the Civil Rights Act of 1964 states 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. As the recipient of Federal financial assistance, and in accordance with Circular 4702.1B “Title VI Requirements and Guidelines for Federal Transit Administration Recipients”, Ray Graham Association has developed this Title VI Program.

NOTIFICATION OF RIGHTS TO THE PUBLIC UNDER TITLE VI

Ray Graham Association (RGA) operates its programs and provides services without regard to race, color and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with Ray Graham Association.

For more information on Ray Graham Association's civil rights program and for the procedures to file a complaint, contact 630.620.2222 or visit the administrative office at 901 Warrenville Road, Suite 500, Lisle, IL 60532 or visit www.raygraham.org.

If information is needed in another language, contact 630.620.2222.

Si necesita informacion en otro idioma, contacto 630.620.2222

TITLE VI INSTRUCTIONS TO RGA STAFF MEMBERS AND PEOPLE SUPPORTED BY RGA REGARDING HOW TO FILE A COMPLAINT

The notice attached as **Exhibit A** provides RGA staff members and people supported by RGA programs with instructions about how to file a Title VI complaint with the organization.

TITLE VI INVESTIGATIONS, COMPLAINTS, OR LAWSUITS SINCE APRIL 2023

As of April 7, 2023, there are no open transit-related Title VI investigations, complaints and/or lawsuits related to Ray Graham Association. The memo attached as **Attachment B** was confirmed by Russ Brondyke, RGA's Director of Human Resources.

PUBLIC PARTICIPATION PLAN

Potential service recipients (people with disabilities and their family members) learn about RGA via community meetings (often hosted by RGA), DuPage County school districts and other social service agencies. RGA informs the public about all programs including transportation services. RGA uses social media to publicize new program offerings & uses its website to highlight programs and services. RGA works closely with county & state social service agencies in fielding requests for support & assistance to ensure those in need find the services they require, including emergency placements. RGA educates families about new & innovative services offered via one-on-one meetings and program tours to ensure family members are confident their loved one will comfortably transition to the appropriate program. RGA welcomes veterans though few seek developmental disability-related services. Potential service recipients and their family members are offered RGA services without regard to language spoken, race, color or national origin. All potential service recipients are served based on the nature of the disability and the need for services provided by the association.

LANGUAGE ASSISTANCE PLAN FOR LEP PERSONS

Nearly all recipients of RGA services speak and/or understand English that we have encountered. Adults are referred to RGA through a local PAS (Personal Assistance Services) agency and are already assigned an interpreter, if needed. RGA Team members staff provide interpretation in many languages including Spanish, Polish, Tagalog, Hindi, Gujarati, Marathi, Lithuanian, Yoruba, Calabria, French, Urdu, Otujiati, Greek, Italian, Albanian, Swahili, German, Arabic and American Sign Language. Signs informing people of the right to receive language assistance are posted prominently at RGA sites in Spanish, Polish, Hindi, Tagalog and American Sign Language. The RGA website informs service recipients of the availability of IL Relay Service (7-1-1).

All program materials are created to be understood by the population served and their families. Picture books and/or verbal communication are used for people unable to read. American Sign Language, a Braille typewriter, the Handbook translated into many languages, on-site interpretation or off-site (PAS agency-supplied) interpretation are made available to those seeking services. Notices in many languages are posted conspicuously at RGA sites informing those with limited English proficiency of their right to an interpreter.

A formal Cultural & Linguistic Competency Plan is maintained by the organization. This document is attached as **Exhibit C**.

RACIAL BREAKDOWN OF RGA NON-ELECTED BOARDS, COUNCILS AND COMMITTEES

RGA BODY	Caucasian	African-American	Asian	Hispanic/Latino
Advocacy Committee	80%	20%	0%	0%
Board of Directors	86%	0%	14%	0%
Development Committee	92%	0%	8%	0%
Executive/Nominating Committee	88%	0%	12%	0%
Finance & Audit Committee	86%	0%	14%	0%
Strategic Planning/Public Policy Committee	74%	13%	13%	0%

- As stated in Article VI of the By-Laws of Ray Graham Association:

*Ray Graham Association will seek the participation of racial minorities to serve on its Board of Directors.
Outreach activities are undertaken by the nominating committee.*

- As stated in Article VIII of the By-Laws of Ray Graham Association:

*Ray Graham Association encourages the participation of racial minorities on all Association committees.
Outreach efforts are undertaken by the Board of Directors and Committee Chairpersons.*

VOLUNTEER MINORITY TRANSIT-RELATED COMMITTEE:

Ray Graham Association values feedback from people who use the services we provide as an organization.

The RGA Council is made up of a group of people RGA supports. This group meets to provide their thoughts, ideas and feedback on a variety of issues and concerns, transportation being one of the topics discussed at the monthly meetings.

The Mission Statement of this group is:

To Empower Advocates to be Agents for Positive Change

What they do:

We work together on important issues.

We speak together with one loud voice about services.

We make changes happen where/when it is needed.

We support each other to promote the rights of people with disabilities.

We advocate for choices, competitive employment, better funding and other important issues that affect our lives.

We make a difference in our own lives, our communities, and across our State by working together.

RAY GRAHAM ASSOCIATION LOCATIONS WHERE PUBLIC NOTICES ARE POSTED:

Corporate Office
Suite 500, Warrenville Road
Lisle, Illinois 60532

Elmhurst Community Learning Center
420 West Madison
Elmhurst, Illinois 60126

Mize Community Learning Center
15W431 59th Street
Burr Ridge, Illinois 60527

Main Street Community Learning Center
1108 N. Main Street
Lombard, Illinois 60148

CERTIFICATION TITLE VI REQUIREMENTS WERE CONSIDERED IN CONSTRUCTION QUALIFYING NEW FACILITY

There have been no facilities constructed, such as a vehicle storage facility or maintenance facility in accordance with the Title VI plan.



Ray Graham Association Title VI Complaint Form

Title VI of the Civil Rights Act of 1964 states 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.”

If you feel you have been discriminated against, complete this form and send it to:

Russ Brondyke, Director of Human Resources
901 Warrenville Road, Suite 500 Lisle, IL 60532

Please **print clearly or type**:

Name: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Person discriminated against: _____

Address of person allegedly discriminated against: _____

Please check why you believe discrimination occurred (check all that apply):

☐ race or color

☐ national origin

☐ income

☐ other (explain): _____

What date did the alleged discrimination occur? _____

Where did the alleged discrimination occur? _____

Describe the circumstances as you witnessed them: _____

List name(s) and contact information of any witnesses: _____

What type of corrective action are you requesting? _____

Please attach any documents which support this allegation.

Sign and print your name and date the form below. Return the completed form to the person listed on the top of this form.

Signature

Print your name

Date

Memo from Russ Brondyke, Chief People Officer

Date: April 7, 2023

RE: Title VI Investigations

As of April 7, 2023, there are no open transit related Title VI investigations, complaints and/or lawsuits related to Ray Graham Association.


Signed

4-7-23
Dated

Ray Graham Association for People with Disabilities Cultural and Linguistic Competency Plan

Revised 3/28/2022

What is Cultural and Linguistic Competency?

Cultural competence is the values and principles toward people of all cultures that are reflected in the attitudes and policies of Ray Graham Association (RGA) that result in the ability to provide appropriate and effective services for all.

Linguistic competence is the ability to effectively communicate with all people from a diverse population.

Mandates

Mandate #1: Organizations should have a linguistic and cultural competence plan for the funded program(s) or the organization as a whole that includes clear goals, outcomes, policies and/or procedures related to the provision of culturally and linguistically appropriate services.

RGA includes cultural and linguistic competence in all of its goals, outcomes, policies and/or procedures to assure the provision of appropriate and effective services for the people it supports as well as prospective service recipients and their families members or legal representative. All Team members responsible for setting goals and measuring outcomes for the people who receive supports from RGA assure that such plans include a cultural and linguistically appropriate component and the means for direct support staff to assist the person supported to achieve such goals and outcomes.

Responsible parties: RGA Executive and Senior Staff members

Mandate #2: Organizations should implement strategies to recruit, retain and promote at all levels, diverse personnel and leadership that are representative of the demographic characteristics of the service area.

RGA is an EEOC employer. RGA employees are required to read, write and understand English, however, RGA provides equal employment opportunity for all applicants for employment and Team members regardless of race, color, sex, age, religion, physical or mental handicap or disability, national origin, ancestry, citizenship, sexual orientation, marital status, parental status, military discharge status, status as a Vietnam Era Veteran, source of income or any other protected class established by federal or state law. All RGA employees are encouraged to seek promotion within our organization.

Responsible parties: RGA Director of Human Resources and other staff members involved in the hiring process

Mandate #3: Organizations should collect customer data to ensure that every effort is made to provide consumers with effective, understandable and respectful services, provided in the consumer's preferred language and in a manner sensitive to cultural beliefs and practices.

RGA's Mission: *"To create opportunities that empower people with disabilities to reach, grow and achieve." In addition, RGA's Handbook (video) for people supported by the agency addresses person centered planning, protection of individual rights, conflict resolution guidelines and respect for others. All material geared toward the population served is created to be understood by people of all abilities. RGA Team members use picture books or communicate verbally to people who cannot read. RGA employs people who can communicate using American Sign Language. A Braille typewriter is available for creation of materials for the visually impaired. The Handbook, a publication for people who receive supports from RGA, is also available in video form. RGA's annual satisfaction survey for people supported by the agency tracks consumer satisfaction with language access services and organizational sensitivity to consumer culture. The Association's client data base contains information on each person's race, ethnicity and spoken and written language.*

Responsible Parties: RGA Senior Staff members, supervisors, direct support professional staff

Mandate #4: Organizations shall provide hearing impaired and language assistance services, including bilingual personnel and interpreter services, at no cost to each consumer with limited English proficiency, or those who are hard of hearing or deaf, at key points of contact, in a timely manner that facilitates maximum access to services.

RGA Team members speak many different languages, including Spanish, Polish, Tagalog, Hindi and American Sign Language. Employees are available to provide interpretation services as needed. The Association has identified a professional interpretation service provider with which we can contract as the need arises. People seeking supports from RGA are referred to us by a local PAS (Pre-Admission Screening) agency. Any person coming to RGA thru the PAS agency who has limited English proficiency is provided an interpreter by the PAS agency.

Responsible Parties: RGA Program Directors

Mandate #5: Organizations shall provide to consumers in their preferred language both verbal and written notices of their right to receive language assistance services that are culturally appropriate.

Signs stating "You have the right to language assistance services" and "I speak" cards are posted at key RGA sites including signs posted in Braille.

Responsible Parties: RGA Program Directors



Board Resolution Adopting Title VI Program

Whereas, Title VI of the Civil Rights Act of 1964 states that “no person in the United States shall, on the grounds 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”;

Whereas, the FTA requires Ray Graham Association a subrecipient of Federal public transportation funds, to submit, every three years, a Title VI program update as a condition for receipt of FTA federal assistance;

Whereas, the current approval period for Ray Graham Association ended and a Title VI program update must be submitted to the RTA;

Now, therefore, be it approved by the Board of Directors of Ray Graham Association that:


1) The Board of Directors of Ray Graham Association hereby approves the Title VI Plan substantially in the form attached hereto, dated April 12, 2023.

2) That Kimberly R. Zoeller, President & CEO of Ray Graham Association, is hereby authorized and directed to take any and all actions as the President & CEO deems necessary and appropriate to implement, administer and enforce this ordinance and the Ray Graham Association Title VI Program, including the preparation and execution of any and all further documents or other materials required for certification.



Signed: Jim Sara, Board President

Date: 4/12/23



Attest: Dena McGady, Executive Assistant

Date: 4/12/23



Ray Graham Association has a strong commitment to the community we serve and our employees. As an equal opportunity employer, we strive to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

Ray Graham Association Equal Employment Opportunity (EEO) policy applies to all employment actions, including but not limited to, recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

All applicants and employees have the right to file complaints alleging discrimination. Retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in protected activity is strictly prohibited and will not be tolerated.

Ray Graham Association is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.

As Ray Graham Association's President/CEO, I maintain overall responsibility and accountability for Ray Graham Association's compliance with its EEO Policy and Program. To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, I have appointed Russ Brondyke, Human Resources Chief People Officer at rbrondyke@raygraham.org as Ray Graham's EEO Officer. Russ Brondyke will report directly to me and acts with my authority with all levels of management, labor unions, and employees.

All Ray Graham Association's executives, management, and supervisory personnel, however, share in the responsibility for implementing and monitoring Ray Graham Association's EEO Policy and Program with in their respective areas and will be assigned specific tasks to ensure compliance is achieved. Ray Graham Association will evaluate its managers' and supervisors performance on their successful implementation of Ray Graham Association's policies and procedures, in the same way Ray Graham Association assesses their performance regarding other agency's goals.

Ray Graham Association is committed to undertaking and developing a written nondiscrimination program that sets forth the policies, practices and procedures, with goals and timetables, to which the agency is committed and make the EEO Program available for inspection by any employee or applicant for employment upon request.

I am personally committed to a workplace that acts upon its daily responsibility to treat all applicants and employees with dignity and respect, as well as equitably under the guidelines of our EEO Policy and Program.

Signature of President/CEO

4/3/23

Date

Kimberly R. Zoeller, President and CEO
901 Warrenville Road | Suite 500 | Lisle, IL 60532
Phone: 630.620.2222 | Fax: 630.628.2350
www.raygraham.org

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



Equal Employment Opportunity (EEO) Certification Form

I, the undersigned representing

Ray Graham Association

(Insert Legal Name of Applicant)

Russ Brondyke, Chief People Officer

(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.

Russ Brondyke
Signature of Authorized Official

Chief People Officer
Title

3-31-23
Date

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.

Ray Graham Association EEO Program



Ray Graham Association has a strong commitment to the community we serve and our employees. As an equal opportunity employer, we strive to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

Ray Graham Association Equal Employment Opportunity (EEO) policy applies to all employment actions, including but not limited to, recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

All applicants and employees have the right to file complaints alleging discrimination. Retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in protected activity is strictly prohibited and will not be tolerated.

Ray Graham Association is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.

As Ray Graham Association's President/CEO, I maintain overall responsibility and accountability for Ray Graham Association's compliance with its EEO Policy and Program. To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, I have appointed Russ Brondyke, Human Resources Chief People Officer at rbrondyke@raygraham.org as Ray Graham's EEO Officer. Russ Brondyke will report directly to me and acts with my authority with all levels of management, labor unions, and employees.

All Ray Graham Association's executives, management, and supervisory personnel, however, share in the responsibility for implementing and monitoring Ray Graham Association's EEO Policy and Program with in their respective areas and will be assigned specific tasks to ensure compliance is achieved. Ray Graham Association will evaluate its managers' and supervisors performance on their successful implementation of Ray Graham Association's policies and procedures, in the same way Ray Graham Association assesses their performance regarding other agency's goals.

Ray Graham Association is committed to undertaking and developing a written nondiscrimination program that sets forth the policies, practices and procedures, with goals and timetables, to which the agency is committed and make the EEO Program available for inspection by any employee or applicant for employment upon request.

I am personally committed to a workplace that acts upon its daily responsibility to treat all applicants and employees with dignity and respect, as well as equitably under the guidelines of our EEO Policy and Program.

Signature of President/CEO

4/3/23

Date

Kimberly R. Zoeller, President and CEO
901 Warrenville Road | Suite 500 | Lisle, IL 60532
Phone: 630.620.2222 | Fax: 630.628.2350
www.raygraham.org

Providing Quality
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Plan for Monitoring and Reporting on the EEO program

Reports will be kept and reviewed on an ongoing basis in the following areas:

- Hiring and applicant demographics
- Training employee demographics
- Promotions and Job bidding demographics
- Employee discipline demographics
- Employee Termination demographics
- Review current and past employment Practices annually or when necessary based on Federal and State Law.

These reports will be monitored on a regular basis and a formal EEO Program Report will be completed based on the requirements of the RTA Grant.

Goals and Timetables

RGA Recruiting Team will continue to encourage all races, nationalities, and male and female that reflects the communities we serve at all levels within the organization.

We will do this by recruiting the following ways:

- Employee Referral
- Advertising in the communities we are located in and 25 miles outside the communities we are located.
- We will utilize the IDES services.
- We will participate in Job Fairs in the communities we are located and the City of Chicago.

The timetable for these objectives are and will be on a continual basis.

Designation for Appropriate Personnel Responsible for EEO Program

- Appropriate personnel has been identified in Statement of Policy.

Volunteer Transit-Related Committee:

Ray Graham Association values feedback from people who use the services we provide as an organization.

The RGA Council is made up of a group of people RGA supports. This group meets to provide their thoughts, ideas and feedback on a variety of issues and concerns, transportation being one of the topics discussed at the monthly meetings.

The Mission Statement of this group is:

To Empower Advocates to be Agents for Positive Change

What they do:

We work together on important issues.

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We make a difference in our own lives, our communities, and across our State by working together.

**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 6/30/22 (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

3/3/23
Date

CFO
Title

RAY GRAHAM ASSOCIATION FOR PEOPLE WITH DISABILITIES

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

FOR THE YEAR ENDED JUNE 30, 2022

Source of Funds Program Title	AL Number	Contract Number	Federal Expenditures
US Department of Housing and Urban Development Pass-Through Dupage County Development Commission Community Development Block Grant/Entitlement Grants	14.218		\$ 271,886
Total US Department of Housing and Urban Development			271,886
US Department of Transportation *Enhanced Mobility of Seniors and Individuals with Disabilities	20.513	IL-2018-034	332,488
Pass-Through Illinois Department of Transportation *Enhanced Mobility of Seniors and Individuals with Disabilities	20.513	CY-20-1103-CAP	55,923
Total US Department of Transportation			388,411
US Department of Health and Human Services *Provider Relief Fund and American Rescue Plan (ARP) COVID-19	93.498		381,870
Total US Department of Health and Human Services			381,870
US Department of Homeland Security Disaster Grants - Public Assistance (Presidentially Declared Disasters) COVID-19	97.036		5,214
Total US Department of Homeland Security			5,214
Total Federal Awards			\$ 1,047,381

AL = Assistance Listing

* Denotes major program

**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 + CEO

Title

3-31-23

Date



GOVERNING BOARD RESOLUTION

Resolution No.

RGAS Comprehensive Transportation Program for People with Disabilities

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 THE Ray Graham Association:

Section 1. That Kimberly Zoeller, President and CEO and his/her successor is authorized to execute and file applications on behalf of Ray Graham Association with the Regional Transportation Authority for a FY2022 and FY2023 Section 5310 grant for RGA's Comprehensive Transportation Plan.

Section 2. That Kimberly Zoeller, 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 this FY2022 and FY2023 Section 5310 grant agreement application.

Section 3. That Kimberly Zoeller, President and CEO and his/her successor certify that Ray Graham Association will provide the required local match from fundraising and operating funds.

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

Section 5. That Kimberly Zoeller, 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 the Ray Graham Association.

PRESENTED and ADOPTED the ____15th____ day of April 2023.


Signature of Authorized Official

Board Chair
Title


Signature of Attest

Executive Assistant
Title

Letters of Support



27555 Diehl Road
Warrenville, Illinois 60555
630.355.6533
www.littlefriendsinc.org

April 18, 2023

Regional Transportation Authority
175 W. Jackson Ste 1550
Chicago, IL 60604

Dear Sir or Madam,

Please consider this document as a Letter of Support for Ray Graham Association's application to the Regional Transportation Authority. We have worked alongside this wonderful organization for many years and know firsthand that their efforts have immeasurably improved the lives of the more than 2,000 people with disabilities who receive their customized support and services. One of the many things which our organizations have in common is that we both serve individuals whose largest barrier to service is their lack of transportation. With your assistance, that barrier may be removed for many.

We hope that you will support Ray Graham Association in this important effort. I assure many lives will be transformed through these continued services.

Please feel free to contact me with any questions you may have.

Kind regards,

Mike Briggs
President & CEO
Little Friends

Little Friends is a 501(c)(3) not-for-profit organization. Donations are deductible to the fullest extent of current tax law.

LITTLE FRIENDS CENTER FOR AUTISM • KREJCI ACADEMY • MANSION HIGH SCHOOL
COMMUNITY DAY SERVICES • RESIDENTIAL SERVICES • RESPITE PROGRAM

601 West Liberty
Wheaton, Illinois 60187
www.dupagepads.org



April 12, 2023

Kim Zoeller
President and CEO
Ray Graham Association
901 Warrenville Road, Suite 500
Lisle, IL 60532

Dear Kim,

DuPagePads is beyond excited about the potential opportunity to collaborate with Ray Graham Association to provide more transportation access to those in our care. As we seek to end homelessness by providing shelter and supportive housing to people experiencing homelessness in DuPage County, DuPage Pads serves a population that is very often challenged with the difficulty of finding affordable and appropriate transportation services. The individuals and families we serve would benefit from transportation help not only to get to and from shelter, but also to get to critical health care appointments and for employment so that they can move from their current condition to a more permanent home of their own.

The mission of DuPagePads is to end homelessness in DuPage County, Illinois. We were founded in 1985 after a county-wide need for emergency shelter was identified due to the increasing number of county residents facing homelessness. Over the past 37 years of service, DuPage Pads has provided more than 1 million nights of shelter and currently provides interim housing and meals to more than 300 people each night.

Thank you for your outreach and your willingness to help us solve a huge barrier that our clients are facing. I strongly support your efforts to pursue and secure RTA grant funds to expand transportations services and collaborate with other nonprofit human service providers, and can't wait to speak with you more about if you are able to secure funding.

Sincerely,

April Redzic
President and CEO
DuPagePads

When someone believes in you,
everything can change.