

Illinois Department of Transportation

State Fiscal Year 2016

Section 5311 Rural/Downstate Operating Assistance

COMBINED APPLICATION

65% Reimbursement Budget

Submitted By

**Champaign County
1776 E Washington Street
Urbana IL 61802**

PLEASE NOTE

THE FY2016 APPLICATION HAS BEEN REVISED

**DO NOT USE THE FY2015 OR ANY PRIOR YEAR
APPLICATION**

Table of Contents

I.	Introduction.....	5
II.	State and Regional Planning Requirements.....	7
III.	Description of the Project.....	8
A.	Mode of Service.....	8
B.	System Service Area.....	9
1.	Core Service Area.....	9
2.	Services Provided Outside the Core Service Area.....	10
3.	Services Provided to Out-of-State Destinations	11
C.	Proposed Service Levels	11
1.	Passenger Trips	11
2.	Vehicle Miles & Peak Vehicle Use	12
3.	Proposed System Service Level by County (Please Complete Table #1).....	12
4.	Intercity Bus Service (ICB).....	13
5.	Charter Services	13
IV.	Service Operators.....	14
A.	Identification of Operators	14
B.	Service Coordination Methods.....	14
C.	Operating Entity Certification.....	16
D.	Grantee Contact Person / PCOM	17
E.	Operator Contact Person(s).....	18
F.	Lower Tier Relationship Between Grantee and Operator	18
G.	Operator Managerial and Technical Capacity.....	18
H.	Contractor Service Monitoring Methodology	19
V.	Other Transportation Services	20
A.	Coordination with Other Human Service Agencies and Programs	20
B.	Effort to Involve the Private Sector in Public Transit Service Delivery	21
VI.	Public Transit Employee Protections.....	22
A.	Special Warranty (Office of Labor-Management Standards (OLMS)	22
B.	Labor Organizations in the Service Area	25
VII.	LOCAL PLANNING EFFORTS	25
A.	Public Notice, Public Meeting and Planning Efforts to Support this Application	25
B.	Planning Efforts in the Last Five (5) Years.....	26
C.	Ridership and Service Demand Surveys	27
VIII.	Project Cost and Revenue Proposal	28
A.	Program Cost Comparison	28
B.	Operator Organization and Level of Human Resource Effort	29
C.	Project Revenue	30
D.	Fare Structure	30
E.	Proposed FY2016 Budget Instructions – Exhibit B	31
F.	Indirect Cost Proposal	32

IX. Intercity Bus Capital/Operating Assistance Requests	35
I. Project Description/Operating.....	Error! Bookmark not defined.
II. Eligible Intercity bus service and service areas include the following characteristics:	Error! Bookmark not defined.
III. Eligible feeder service and service areas include the following characteristics:.....	Error! Bookmark not defined.
IV. Intercity Bus across state lines accomodates the following characteristics:	Error! Bookmark not defined.
V. Intercity Bus/Capital (Please note that additional applications and follow-up with the Department's CVP section will be required. This section is to gauge interest and assist the Department in programming of ICB funding)	Error! Bookmark not defined.
VI. Geographical Service Area	Error! Bookmark not defined.
VII. Other Project Justification.....	Error! Bookmark not defined.
VIII. Proposed Intercity Bus Project Operating Assistance Budget	Error! Bookmark not defined.
X. Forms, Certifications and Assurances	35
A. Applicant's Certification of Intent	35
B. Board Resolution.....	35
C. Sample Ordinance.....	35
D. Standard FTA Assurances and Certifications	35
XI. Compiling the Application	36
Exhibit A	Standard Form 424 (Electronic versions – see separate file)
Exhibit B	Proposed FY2016 Budget (Electronic versions – see separate file)
Exhibit C	Standard Certifications and Assurances (Electronic versions – see separate file)
Exhibit D	Sample Board Resolution
Exhibit E	Special Section 5333(B) Warranty For Application To The Small Urban And Rural Program
Exhibit F	IDOT Chart of Accounts for the Section 5311 Program Account Revenue & Expense Definitions
Exhibit G	Applicant's Certification of Intent
Exhibit H	Sample Ordinance
Exhibit I	Non-Vehicle Capital Asset Inventory (Electronic versions – see separate file)
Exhibit J	Vehicle Asset Inventory (Electronic versions – see separate file)
Exhibit K	Year End NTD Operating Data Report for FY2016 (This is a form for future use and is due 08/01/2016)
Exhibit L	FY2016 Local Match Survey (Electronic versions – see separate file. This is form for future use and is due on 08/01/2016)
Exhibit M	FY2016 5311 Pay Request. This form is for future use and cannot be processed until the grantee's contract has been both fully executed by the Department and obligated by the State Comptroller.
Exhibit N	PCOM Quarterly Report Template
Exhibit O	PCOM – Quarterly/Annual Public Transit Account Reconciliation Form
Exhibit P	Supplemental Audit Schedule for JARC and NF Grants

I. Introduction

The United States Department of Transportation, Federal Transit Administration provides federal financial assistance funds for public transportation in nonurbanized areas (Section 5311 Non-Metro Public Transportation Program -- formerly Section 18). The Federal Transit Administration (FTA), on behalf of the Secretary of Transportation, apportions the funds appropriated annually to the Governor of each state for public transportation projects in nonurbanized areas. The statutory formula is based solely on the nonurbanized population of the states. Each state prepares an annual program of projects, which must provide for fair and equitable distribution of funds within the states, including Indian reservations, and must provide for maximum feasible coordination with transportation services assisted by other Federal sources. Article III of the Downstate Public Transportation Act (30 ILCS 740/2-1 et seq., formerly Ill. Rev. Stat. ch. 111 2/3, Section. 661 et seq.) authorizes the Illinois Department of Transportation to receive and expend Section 5311 funds allotted to Illinois.

The goals of the nonurbanized formula program are: to enhance the access of people in nonurbanized areas to health care, shopping, education, employment, public services and recreation; to assist in the maintenance, development, improvement, and use of public transportation systems in rural and small urban areas; to encourage and facilitate the most efficient use of all Federal funds used to provide passenger transportation in nonurbanized areas through the coordination of programs and services; to assist in the development and support of intercity bus transportation; and to provide for the participation of private transportation providers in nonurbanized general public transportation to the maximum extent feasible.

Prospective applicants are advised that the Department has published administrative regulations for the Illinois Section 5311 program under Part 601 of the Illinois Department of Transportation Rules and Regulations entitled "Regulations for Public Transportation Assistance to New Programs in Nonurbanized Areas." These regulations, which prescribe procedures and requirements to be followed by applicants for Section 5311 funding, should be carefully reviewed prior to an applicant's submission of a Section 5311 Application. In order to be considered for funding, prospective grantees must submit a fully completed application (Sections I – VIII and Section X for Rural General Public Operating Assistance and Sections IX for Intercity Bus Assistance).

To assist applicants ensure that applications packages are complete, an "Application Checklist" in this section has been provided. **Applicants must complete and submit this completed checklist in their application package.**

Please submit one original completed application to your area's contact person:

ILLINOIS DEPARTMENT OF TRANSPORTATION	ILLINOIS DEPARTMENT OF TRANSPORTATION
Division of Public & Intermodal Transportation	Division of Public & Intermodal Transportation
Ms. Melanie Turner, Program Manager	Ms. Karen Strell, Section Chief
2300 S. Dirksen Parkway, Room 311	100 W. Randolph Street, Suite 6-600
Springfield, IL 62764	Chicago, IL 60601

Revised: 2/04/15

Section 5311 Non-Metro Operating Assistance Grant Application Checklist

(Must be completed and submitted with Application.)

1. ☒ Non-Metro Operating Assistance Grant Application Checklist (This Document)
 2. ☐ Completed Copy of Standard Form 424 (Exhibit A)
 3. ☒ Operating Entity Certification (One for each operator)
 4. ☐ Executed Agreement to Terms and Conditions of Special Warranty (Exhibit E)
 5. ☒ Fully Completed Proposed FY2016 Budget (Exhibit B & OP-5)
 6. ☒ All Revenue Service Contracts any value and Procurements >\$10,000 Supporting Exhibit B & OP-5. Copies of Tax Exempt Letters attached for contracts to be categorized as Local Match.
 7. ☐ Applicant's Certificate of Intent (Exhibit G)
 8. ☐ Executed Resolution of the Governing Board (Exhibit D)
 9. ☐ Executed County Ordinance to Operate a Public Transit Project (Exhibit H)
 10. ☐ Executed Certifications and Assurances for Grantees (Exhibit C)
 11. ☐ Executed Affirmation of Applicant's Attorney (Contained in Exhibit C)
 12. ☒ Fully completed Non-Vehicle Capital Asset Inventory (Exhibit I)
 13. ☒ Fully completed Vehicle Asset Inventory (Exhibit J)
 14. ☒ Maps of the service area (Attachment I)
 15. ☒ Copies of Material Documenting Private Sector Effort (Attachment II)
 16. ☒ Grantee/Operator Organization Charts (Attachment III)
 17. N/A Indirect Costs Rate Proposal (Attachment IV)
 18. ☒ Copy of Most Recent Audit & 5311 Annual Financial Report (Attachment V)
 19. ☒ Certified Copy of Public Notice of Public Hearing (Attachment VI)
 20. ☒ Copy of Minutes of Public Hearing (Attachment VII)
 21. ☒ FY2015 Downstate Operating Assistance Application (Attachment VIII)
 22. ☒ Proposed System Service Level by County (Table #1)
- DUE AUGUST 1, 2016**
23. ☐ Local Match Assessment Survey for FY2016
 24. ☐ Copies of Service Contracts attached to Local Match Assessment Survey
 25. ☐ Fully completed NTD Operating Data Report for FY2016 (Exhibit K)

Comments

As of 5/15/2015, the Grant Application is complete with the exception of the items highlighted above. These are pending approval at the upcoming County Board Meeting on 5/21/2015. The grant application will be resubmitted by 5/23/2015 with these remaining documents signed. The Intergovernmental Agreement is pending approval at the County Board Meeting in June.

I hereby certify that I have reviewed this application including all attachments and information, and have found it to be true and correct. (In the case of multiple PCOM's both PCOM's must sign and date)

PCOM-Applicant – Signatures

PCOM#1, Name (Signature)

Date

Zoe Keller

PCOM#1, Name (Typed)

Revised 2/04/15

II. State and Regional Planning Requirements

Illinois Executive Order #12372 requires a review of all Federal grants to ensure compliance with local and state planning processes. Therefore, using the standard federal Form 424 (Exhibit A), applicants must notify both the State and local (if applicable) review agencies of their intent to apply for a Section 5311 Rural General Public Transportation financial assistance grant. The purpose of this review is to identify any positive or negative facts that should be considered in the review of the grant application by the funding agency

As a part of this application to the Illinois Department of Transportation, attach the completed SF 424 as **Exhibit A**. This is to be completed by the Grantee (applicant), not the operator.

III. Description of the Project

A. Mode of Service

In the sections below, specify the service mode for each operator in the project. If you are unsure about what mode of service a particular operator provides, refer to the definitions at the end of this section. Service definitions are based on those provided in the Americans with Disabilities Act regulations (49 CFR part 37) and will determine the statutory service obligations of the grantee/operator.

Operator 1 (Check all that apply)

Champaign Urbana Mass Transit District

- ☐ Fixed route
- ☒ Demand response
- ☐ Route deviation
- ☐ Commuter routes

Operator 2 (Check all that apply)

- ☐ Fixed route
- ☐ Demand response
- ☐ Route deviation
- ☐ Commuter routes

Operator 3 (Check all that apply)

- ☐ Fixed route
- ☐ Demand response
- ☐ Route deviation
- ☐ Commuter routes

Operator 4 (Check all that apply)

- ☐ Fixed route
- ☐ Demand response
- ☐ Route deviation
- ☐ Commuter routes

Public Transportation Definitions:

Public Transportation as defined by the National Transit Database, means transportation by a conveyance that provides regular and continuing general or special transportation to the public, but does not include schoolbus, charter, or intercity bus transportation or intercity passenger rail transportation. Transit must be open to the public. Transit must also comply with the provisions of the American with Disabilities Act.

Fixed route system means a system of transporting individuals (other than by aircraft), including the provision of designated public transportation service by public entities and the provision of transportation service by private entities, including, but not limited to, specified public transportation service, on which a vehicle is operated along a prescribed route according to a fixed schedule.

Demand responsive system means any system of transporting individuals, including the provision of designated public transportation service by public entities and the provision of transportation service by private entities, including but not limited to specified public transportation service, which is not a fixed route system.

Route deviation system means a system of transporting individuals (other than by aircraft), including the provision of designated public transportation service by public entities and the provision of transportation service by private entities, including, but not limited to, specified public transportation service, on which a vehicle is operated along a prescribed route according to a fixed schedule where the system permits user-initiated deviations of vehicles from the prescribed routes.

Commuter bus service means fixed route bus service, characterized by service predominantly in one direction during peak periods, limited stops, use of multi-ride tickets, and routes of extended length, usually between the central business district and outlying suburbs. Commuter bus service may also include other service, characterized by a limited route structure, limited stops, and a coordinated relationship to another mode of transportation.

B. System Service Area

1. Core Service Area

In the space below, please identify the geographic area that is to be served by this Section 5311 grant. The core service area is defined **as the geographic area in which Section 5311 service is provided by this grant, as supported by the grantees Board Resolution and any Intergovernmental Agreements with other governmental entities.** The service area does not include areas served through incidental services such as charter services or extended commuter routes.

County Served	Square Mileage	Population
Champaign County	Rural – 957 Square Miles	67,020
	Urban – 39 Square Miles	133,475

2. Services Provided Outside the Core Service Area

In the table below, list or describe the services provided by the project that meet the criterion above for periodic or regularly scheduled services provided outside the core service area. **Note: Do not include charter services in this section. Services provided to destinations located outside Illinois should be addressed in Section III.B.3.**

Extended Service Provided

Frequency

Every 3rd Tuesday

[illegible]

Revised 2/04/15

3. Services Provided to Out-of-State Destinations

The services provided by a Section 5311 project may include destinations across a state line. Operators of interstate service are required to register with the Federal Motor Carrier Safety Administration (FMCSA). Projects that provide service to out-of-state destinations on a regular, periodic, or even an infrequent basis must notify IDOT for additional guidance.

Each project must complete this section of the application. You must check one of the following boxes:

- ☐ **This project operates regular or special transit service to out-of-state destinations on a regular, periodic, or infrequent basis.**
- ☒ **This project never operates regular or special service to out-of-state destinations.**

C. Proposed Service Levels

1. Passenger Trips

In this section, project the total number of passenger trips to be provided under the project by all operators of public transportation services: For purposes of completing this section, "Trip" is defined as a one-way trip by a transit vehicle in revenue service starting at one point of a route and ending at another point. A round trip is counted as two separate trips. Transfers (if applicable), are counted separately and should not be reported here.

Projected number of total system (all operators) passenger trips: **20,000**

If there is more than one operator of public transit services under the project, provide the number of projected total passenger trips by operator. In completing this table, IDOT notes that operators may be engaged in other, non-public transit services that are not eligible for reimbursement under the project. Operators should identify total passenger trips and trips to be operated in public transit service in accordance with the project service plan:

Operator	Total Number of Passenger Trips Provided by Operator
Champaign Urbana Mass Transit District	20,000

2. Vehicle Miles & Peak Vehicle Use

In this section, project the total number of vehicle miles to be provided under the project by all operators of public transportation services:

Projected number of total system (all operators) vehicle miles: **360,000**

If there is more than one operator of public transit services under the project, provide the number of projected total vehicle miles by operator. In completing this table, IDOT notes that operators may be engaged in other, non-public transit services that are not eligible for reimbursement under the project. Operators should identify total mileage and mileage to be operated in public transit service in accordance with the project service plan:

Operator	Total Number of Vehicle Miles Provided by Operator
Champaign Urbana Mass Transit District	360,000

In this section, project the total number of Peak Vehicles. Peak Vehicles is calculated by determining the maximum number of vehicles needed for any given service hour for all operators of public transportation services, in any given day:

Projected number of total system (all operators) Peak Vehicles: **8**

3. Proposed System Service Level by County (Please Complete Table #1)

4. Intercity Bus Service (ICB)

ICB service miles (estimated) **Not Applicable**

Projected number of total ICB (all operators) passenger trips: **Not Applicable**

5. Charter Services

Charter Service means transportation using buses or vans, or facilities funded by the Federal Transit Administration of a group of persons who pursuant to a common purpose, under a single contract, at a fixed charge (in accordance with the carrier's tariff) for the vehicle or service, have acquired the exclusive use of the vehicle or service to travel together under an itinerary either specified in advance or modified after having left the place of origin.

FTA grantees are prohibited from using federally funded equipment and facilities to provide charter service except on an incidental basis and when one or more of the seven (7) exemptions set forth in 49 CFR Section 604, Subpart B apply.

Even if the service meets the exceptions set forth in 49 CFR Sect. 604, Subpart B, the charter service still must be considered "incidental." Incidental charter service which does not interfere with or detract from the provision of public transportation service or shorten the life of equipment or facilities. Charter services must recover its fully allocated costs, as deficits from allowable incidental charter service are not an eligible operating expense under the Section 5311 program.

Each project must complete this section of the application. You must check one of the following boxes:

- ☒ **This project will not provide charter service during FY2016.**
- ☐ **This project intends to provide charter service during FY2016 and will certify that it will only do so within the allowable exceptions provided above when using FTA/IDOT funded equipment and facilities.**

If the second box is checked, the grantee/operator must provide IDOT with its fully allocated cost methodology (NOTE: this is not the grantee's/operator's indirect cost rate proposal, but a separate methodology to allocate costs to specific services). Contact IDOT for procedures on how to develop a fully allocated cost methodology.

If the project has a method to fully allocate its service costs, describe the methods used below

Not Applicable

5311 PROPOSED SYSTEM SERVICE LEVEL BY COUNTY FY2016

GRANTEE:

[illegible]

X

Revised 2/04/15

IV. Service Operators

A. Identification of Operators

Please identify the agency or agencies that will be directly providing and operating the service proposed in this application and the Target Service Groups to be served. If the applicant will be the operator of the service, so indicate. If more than one transit operator will be involved in the provision of the proposed services, indicate which **portion of the service** and/or **which portion of the service area** each operator will handle. Also, please describe the method used to coordinate service between operators to guarantee all target service groups are accommodated, as well as the marketing plan proposed for use to ensure that all target service groups (including the general public) will be made aware of the transit service.

Notes: Operator is the name of the entity providing service; Target Service Group(s) is the specific target group (60+, disabled, general public, etc.) If more space is needed, please attach additional pages.

Operator	Target Service Group	Service Area
Champaign Urbana Mass Transit District	General Public	Non urbanized areas of Champaign County

B. Service Coordination Methods

If you identify more than one service provider in Section IV.A, then the applicant should describe, in detail, how service delivery will be coordinated among operators. Applicants should be prepared to address such issues as coordination of reservation capability, coordination of service delivery, elimination of duplication of service provision among providers, and methods that a project is marketed to the general public as a "system," rather than service provided by individual providers.

Champaign County is the medical provider destination for several residents throughout counties in East Central Illinois. The HSTP has been an important resource for communication and coordination of transportation service providers in the area.

The Human Service Transportation Plan (HSTP) is a unified locally derived comprehensive strategy for delivery of public and specialized transportation services that identifies transportation needs specifically those of persons with disabilities, older adults and persons with low incomes. This plan also identifies strategies for meeting the needs of these transit dependent groups and prioritizes the services. For any meeting recordings or other event information please contact the Champaign County PCOM at the contact information provided on page 16 of this grant application.

Through the Region 8 HSTP process multiple service providers in Champaign County and those travelling into Champaign County are able to discuss, plan, develop and assist in the deployment of transportation programs that maximize the use of available transportation services and scarce public capital and operating funding. Committee processes are used to devise service strategies and priorities for the area.

CUMTD is now the operator for both rural and urban transit in Champaign County. Although the systems have different names and structures, this arrangement allows for better connections and efficiencies between urban and rural transit.

C. Operating Entity Certification

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

Karl Gnadt hereby certifies that
(Name of Authorized Official)

Champaign Urbana Mass Transit District is organized as :
(Name of Operator Agency)

Address: 1101 E University Avenue, Urbana IL 61802

Phone Number 217-384-8188

(Check one)

- | | |
|---|---|
| <input type="checkbox"/> An individual | <input type="checkbox"/> a partnership |
| <input type="checkbox"/> A private non-profit | <input type="checkbox"/> a private for-profit |
| <input checked="" type="checkbox"/> A municipal corporation | <input type="checkbox"/> other |

And that Champaign Urbana Mass Transit District's
(Name of operator)

Federal Employer's Identification Number

Is 37-0925614.



Officer or Official Signature

Managing Director
Title

5-14-15
Date

D. Grantee Contact Person / PCOM

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

Name: Zoe Keller

Title: Champaign County Regional Planning Commission, Transportation Planner

Address: 1776 E Washington Street, Urbana IL 61802

Phone: 217-531-8285

Fax Number: 217-328-2426

E-Mail: zkeller@ccrpc.org

Please identify by name and title in the space below the chief officers of record of applicant's governing board, such as Chairman, President, Secretary, Treasurer or comparably designated officers (add additional page if necessary):

Pattsi Petrie
Name

County Board Chair
Officer's Title

Debra Busey
Name

County Administrator
Officer's Title

Stan Harper
Name

Rural Transit Advisory Group Liaison
Officer's Title

Name

Officer's Title

Applicant is a:

☐ municipality

☒ county

☐ corporation

☐ mass transit district

☐ not-for-profit**

☐ other** _____

** For "not-for-profit" or "other" applicants, please provide a general description of applicant's services:

E. Operator Contact Person(s)

Please list the **Operator's contact person(s)** responsible for project and financial management:

Operator	Contact Name	Title	Phone	E-Mail
Champaign Urbana Mass Transit District	Karl Gnadt	Managing Director	217-384-8188	kgnadt@cumtd.com
	Drew Bargmann	Special Services Manager	217-384-8188	dbargmann@cumtd.com

F. Lower Tier Relationship Between Grantee and Operator

There are two circumstances when a grantee can enter into a lower tier relationship with a third party to deliver Section 5311 services. First, a grantee follows either state (under the common rule) or Federal procedures outlined in FTA Circular 4220.1D to competitively secure the services of a contractor (using micro purchase, small purchase, Invitation for Bid (IFB), or Request For Proposal procedures (RFP)) to deliver all or some component of Section 5311 services. Second, a state may elect to grant Section 5311 funds to a subrecipient through an intermediary subrecipient, a practice expressly permitted pursuant to FTA Circular 9040.1E, Chapter IV, paragraph 3. FTA uses the example of a state that might pass funds to a nonprofit organization through a local public body. FTA notes that this type of arrangement is not a third party contract.

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

- ☐ Not applicable, grantee is the operator
- ☐ Pass Through Operator (Nonprofit corporations only).
- ☐ Qualifications-based proposal (RFQ)
- ☐ Performance-based proposal (RFP)
- ☐ Low Bid proposal (IFB)
- ☐ Negotiated Bid (Requires IDOT Concurrence)
- ☐ Sole Source
- ☒ Other (please describe:)

Intergovernmental Agreement with Champaign Urbana Mass Transit District from July 1, 2015 to June 30, 2018.

G. Operator Managerial and Technical Capacity

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

Champaign County is assured that the Champaign Urbana Mass Transit District has the requisite fiscal, managerial, and financial capacity to provide and manage the proposed transportation service as requested by state and federal regulations and funding agreements. CUMTD has been providing fixed route and complementary paratransit service in the Champaign Urbana area for over 40 years. Champaign Urbana Mass Transit District receives direct state and federal funds which require policies, procedures, regulations, reporting and fiscal management at the same level and some to a greater extent, as Illinois Department of Transportation. Champaign Urbana Mass Transit District will make their books available to appropriate county officials and auditors at all requested times.

H. Contractor Service Monitoring Methodology

Please describe any planned and regularly scheduled monitoring methods to be employed by the applicant to ensure compliance with service delivery and contract(s) compliance:

CUMTD will report all ridership and other performance indicators such as denials, vehicle miles traveled on a quarterly basis to both the PCOM and the Rural Transit Advisory Group (RTAG). The PCOM also conducts vehicle inspections as recommended by IDOT and FTA. Please see attached a sample of quarterly service reports and RTAG appointee list.

Champaign County Rural Transit Advisory Group (RTAG) Appointees

Chair	Vice Chair	Secretary
Seamus Reilly		Debbie Peterik

Term 12/1/14 – 11/30/16

Champaign County Board

Liaison District 3

Stanley C. Harper

1947 County Rd 2700 E

Ogden, IL 61859

217.369.2986

stancharper@gmail.com

Advisory for

People with Low Income(s)

Nathan Montgomery

Salt and Light Ministries

407 N Harrison Street

Philo, IL 61864

217.355.5654

nathan@saltandlighministry.org

Advisory for Education

Regina Crider

Youth and Family Peer Support Alliance

P.O. Box 5286

Rantoul, IL 61866

217.898.8777

regina@youthandfamilyalliance.org

Advisory for Employment

Seamus Reilly

Parkland College Institutional Advancement

2400 W Bradley Avenue

Champaign, IL 61821

217.353.2170

sereilly@parkland.edu

Advisory for Older Adults

Mary Sleeth

PO BOX 66

St. Joseph, IL 61873

217.469.7274

rchrdsleeth@aol.com

***Filled Vacancy & Appointed 5/23/13*

Term 12/1/13 – 11/30/15

Advisory for People with Disabilities

Advisory for Medical

Christine Bruns

The Pavilion

2286 CR 2900 North

Gifford, IL 61847

217.377.3339

Christine.bruns@uhsinc.com

Champaign County Rural Transit Advisory Group (RTAG)

Third Quarter FY15 Service Report



Grantee: Champaign County

Subcommittee & Oversight: Rural Transit Advisory Group Appointees & CCRPC

Operator: Champaign County Area Rural Transit System (C-CARTS) Operated by CUMTD

This table reflects rural public transit service provided within Champaign County for FY15 third quarter:

- **Trip Type Broken-Out** is the total number of trips grouped by the purpose of each trip. These categories include – **Medical, Personal, Shopping, Social, Employment, Educational, & Miscellaneous.** (Note: Trips to return home are classified by the trip's purpose preceding it. For example, if a rider goes to a doctor, then to a grocery store before returning home; then these trips would be classified as 1 medical and 2 shopping.)
- **Trips** are transportation service units that are counted each time an individual rider enters and exits a vehicle.
- **Days** are the number of business days (M - F) that CRIS operated within a month, except on federal holidays and inclement weather service.
- **Daily Average** is the total trips divided by total number of operating days.
- **Accessible** services include the number of trips requiring ADA **Lift** equipment to be used, and trips provided to adults **60+** years of age.
- **Requests Denied** includes the total number of individuals who called to request transportation that could not be accommodated.

Transportation Services

Month	Trip Type Breakouts						Daily Average		Accessibility		Denials	
	Medical	Personal	Shopping	Social	Employment	Education	Misc.	Trips	Days	Lift	60+	Trips
Jan	468	164	65	206	728	79	0	1,710	21	136	623	116
Feb	396	168	55	186	809	79	0	1,693	19	129	539	92
Mar	437	215	87	155	949	91	0	1,934	22	120	512	42
Total	1,301	547	207	547	2,483	249	0	5,337	62	385	1,674	250

*Total of trips denied is approximate, as riders often call in requesting more than one round trip at a time.

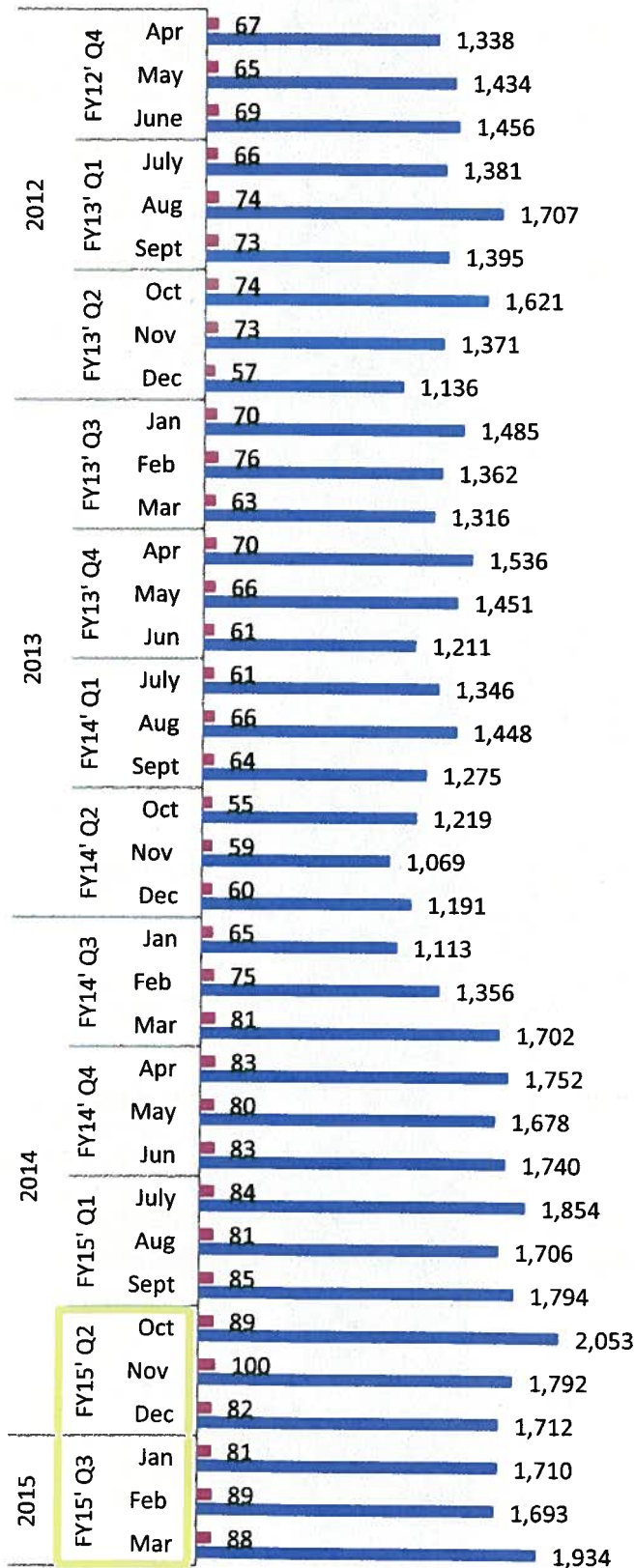
System Operations

Month	Vehicle Capacity		Operation	
	6-Passenger	12-Passenger	Miles	Hours
Jan	2	0	28,606	1,229.25
Feb	2	0	27,857	1,195.00
Mar	2	0	33,561	1,348.00
Total	Average of 8 Vehicles Available		90,024	3,772.25

This table reflects the rural operations within the quarter:

- **Number of Vehicles** used for transportation services within Champaign County (excluding service contract vehicles);
- **6, 12, & 14 passenger** references number of rider seats per vehicle in service (all vehicle have an ADA lift); and
- **Total Miles** driven by vehicles within a month.
- **Total Hours** driven by vehicles to provide rural public transportation.

■ Average Trips Per Day ■ Total Trips



Yr	Q	Mo	Total Trips	Average Trips Per Day
2012	FY12' Q4	Apr	1,338	67
		May	1,434	65
		June	1,456	69
	FY13' Q1	July	1,381	66
		Aug	1,707	74
		Sept	1,395	73
	FY13' Q2	Oct	1,621	74
		Nov	1,371	73
		Dec	1,136	57
2013	FY13' Q3	Jan	1,485	70
		Feb	1,362	76
		Mar	1,316	63
	FY13' Q4	Apr	1,536	70
		May	1,451	66
		Jun	1,211	61
	FY14' Q1	July	1,346	61
		Aug	1,448	66
		Sept	1,275	64
	FY14' Q2	Oct	1,219	55
		Nov	1,069	59
		Dec	1,191	60
2014	FY14' Q3	Jan	1,113	65
		Feb	1,356	75
		Mar	1,702	81
	FY14' Q4	Apr	1,752	83
		May	1,678	80
		Jun	1,740	83
	FY15' Q1	July	1,854	84
		Aug	1,706	81
		Sept	1,794	85
	FY15' Q2	Oct	2,053	89
		Nov	1,792	100
		Dec	1,712	82
2015	FY15' Q3	Jan	1,710	81
		Feb	1,693	89
		Mar	1,934	88

Trip Totals and Types

Fiscal Year	Quarter	Mo	#Trips	Med	Personal	Shop	Social	Employ	Edu	Misc
FY11	3rd	Feb	116	*CCRPC requested that the operator start tracking trip type for quarterly reports in May 2011. Prior to this, only trip total was reported.						
		Mar	302							
	4th	Apr	359							
		May	514	254	56	50	90	18	44	2
		Jun	712	356	96	45	69	113	33	0
FY12	1st	July	848	444	122	72	82	111	17	0
		Aug	1,298	693	156	105	133	184	27	0
		Sept	1,316	582	208	136	111	205	74	0
	2nd	Oct	1,280	477	258	142	110	204	89	0
		Nov	1,226	458	240	191	100	169	68	0
		Dec	1,273	509	246	216	93	182	28	0
	3rd	Jan	1,393	613	246	173	94	198	69	0
		Feb	1,445	469	345	177	135	242	77	0
		Mar	1,503	497	359	200	122	289	36	0
	4th	Apr	1,338	442	349	136	120	267	24	0
		May	1,434	571	277	135	177	249	25	1
		Jun	1,456	591	360	119	159	195	32	0
FY13	1st	July	1,381	521	284	163	164	247	2	0
		Aug	1,707	575	416	179	202	306	28	1
		Sept	1,395	484	287	74	197	273	75	5
	2nd	Oct	1,621	553	345	99	259	271	92	2
		Nov	1,371	442	242	94	283	237	73	0
		Dec	1,136	405	160	103	240	195	33	0
	3rd	Jan	1,485	477	235	87	281	331	74	0
		Feb	1,362	466	161	74	233	340	88	0
		Mar	1,316	431	185	90	218	309	82	1
	4th	Apr	1,536	608	202	103	249	317	57	0
		May	1,451	515	204	116	247	331	38	0
		Jun	1,211	439	225	73	182	292	0	0
FY14	1st	July	1,346	481	235	73	209	348	0	0
		Aug	1,448	512	239	85	221	338	53	0
		Sept	1,275	458	185	46	168	314	104	0
	2nd	Oct	1,219	364	179	46	205	321	102	2
		Nov	1,069	346	156	51	168	276	82	0
		Dec	1,191	468	200	45	143	274	61	0
	3rd	Jan	1,113	428	136	60	144	249	94	2
		Feb	1,356	579	181	59	154	285	93	5
		Mar	1,702	759	233	107	175	345	83	0
	4th	Apr	1,752	669	230	91	175	473	113	1
		May	1,678	653	243	66	185	458	73	0
		Jun	1,740	595	282	84	150	531	94	4
FY15	1st	July	1,854	639	255	78	165	647	70	0
		Aug	1,706	607	179	91	200	576	53	0
		Sept	1,794	537	173	65	246	654	119	0
	2nd	Oct	2,053	644	223	102	316	669	99	0
		Nov	1,792	547	241	45	233	659	83	0
		Dec	1,712	521	180	75	230	645	48	0
	3rd	Jan	1,710	468	164	65	206	728	79	0
		Feb	1,693	396	168	55	186	809	79	0
		Mar	1,934	437	215	87	155	949	91	0

V. Other Transportation Services

FTA encourages IDOT to work with their counterparts at state human service agencies, to participate with other states in regional initiatives, and to assist local recipients and subrecipients of Sections 5307, 5310, 5311, 5316 or 5317 funds to participate in coordinated systems at the local level, along with recipients of funds from the programs of DHHS and other Federal and state programs. Section 5311, RTAP, and Federal transportation planning funds provided to the state may be used in various ways to support eligible activities related to the development and administration of coordinated activities at the state and local level.

The FTA program circular for the Section 5311 program requires that a project application describe how FTA assisted services are or will be coordinated with social service agencies and private transportation providers in the service area. Additionally, the Federal Reauthorization (formerly SAFETEA-LU and MAP-21) includes a requirement for local governmental agencies and nonprofit organizations that receive assistance from Federal sources other than the FTA for non-emergency transportation services. To the extent feasible these agencies are now required to participate and coordinate with recipients of assistance from FTA in the design and delivery of transportation services. They must be included in the planning for those services.

In developing an annual program of projects, IDOT is obligated to ensure that a fair and equitable distribution of funds of Section 5311 funds has been achieved within the states, including Indian reservations, and that projects must provide for maximum feasible coordination with transportation services assisted by other Federal sources.

In this section, applicants must identify other passenger transportation services (e.g., service provided by other than the operators who will provide service under the project) available in the service area, both public and private.

A. Coordination with Other Human Service Agencies and Programs

In this section, provide a general narrative of coordination activity by the project with other entities that receive Federal assistance that may also provide passenger transportation.

The Human Services Transportation Plan (HSTP) is a unified, locally-derived, comprehensive strategy for delivery of public and specialized transportation services that identifies transportation needs, specifically those of persons with disabilities, older adults and persons with limited incomes, lays out strategies for meeting these needs and prioritizes the services.

Through the Region 8 HSTP process, multiple service providers in Champaign County and those traveling into Champaign County are able to discuss, plan, develop and assist in the development of transportation programs that maximize the use of available transportation services and scarce public capital and operating funding.

B. Effort to Involve the Private Sector in Public Transit Service Delivery

Section 5323(a)(1) of the Federal Mass Transit Act of 1964, as amended, requires that FTA funded projects "to the maximum extent feasible" provide for "the participation of private mass transportation companies." While FTA no longer prescribes a particular private sector participation process, the basic requirement still stands.

Describe the project's efforts to involve the private sector below.

Champaign Urbana Mass Transit District participates in the urbanized and rural HSTP meetings that have conducted outreach to private providers. When riders cannot be accommodated by either the rural or urban public transit provider, referrals are made to taxi companies by CUMTD dispatchers. A half-fare cab program is offered by CUMTD for DASH pass holders (available to persons with disabilities, and adults over 65 years of age).

Additionally, CUMTD manages the Illinois Terminal and has working relationships with motor coach companies like Burlington Trailways, Greyhound, and Peoria Charter, as well as with Amtrak.

****see attached letter and list of private providers contacted.**

There is also a member of the RTAG from the Pavilion Behavioral Health System that represents the interests of private sector medical providers and users.

Attach copies of requests for proposals, letters, meeting minutes, comments received and proceedings held relating to these requirements as Attachment II to the application.

VI. Public Transit Employee Protections

A. Special Warranty (Office of Labor-Management Standards (OLMS))

OVERVIEW

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

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

A protective arrangement is not a collective bargaining agreement and does not create a collective bargaining relationship where one does not already exist.

For further information on Mass Transit Employee Protections, see the sections below or contact OLMS at (202) 693-0126 or OLMS-DSP@dol.gov. Also, visit <http://www.dol.gov/olms/regs/compliance/compltransit.htm>

DOL'S PROCEDURES FOR CERTIFICATION OF PROTECTIVE ARRANGEMENTS ([29 CFR § 215](#))

Pursuant to its Procedural Guidelines, 29 CFR § 215, DOL refers the grant application and the proposed terms and conditions to: the [recipient and any subrecipients](#) of the funding, and any unions representing employees of the grantee, its contractors, and/or other [service area](#) providers. When protective arrangements have been previously negotiated and agreed to by the transit employees' union and the grant applicant, and the arrangements continue to meet the requirements of 5333(b), the Department will refer on the basis the previously certified protective arrangements. If there are no previous or existing arrangements that may be applied to the pending grant, DOL proposes to apply the terms and conditions of the January 3, 2011 [Unified Protective Arrangement \(UPA\)](#) 29 CFR § 215.3(b)(1) and (2).

DOL may certify term and conditions without referral if the grant application falls under one of the following exceptions: 1) neither the grant recipient's employees, nor those of any other transit provider in the service area are represented by a union, (in which case the Act's protections are contained in a "[Nonunion Protective Arrangement](#)" developed

by DOL); 2) the grant specifies that is only for routine replacement items; 3) the grant amends a previous grant in a manner that is not material, 4) the grant specifies that it is only for a Job Access project serving populations less than 200,000; 5) the grant capitalizes a State Infrastructure Bank account; or 6) the grant is for the Over-the-Road Bus or Other Than Urbanized program (in which case the Act's protections are contained in the [Special Warranty](#) developed by DOL).

Once a grant application is referred, the parties have 15 days to inform DOL of any objection to the recommended terms. In order for DOL to find an objection sufficient, it must "raise" material issues that may require alternative employee protections," or "concern changes in legal or factual circumstances that may materially affect the rights or interests of employees." 29 C.F.R. § 215.3(d)(3). If no objection is made or DOL does not find the objection sufficient, DOL certifies the proposed terms. DOL then provides FTA with the certified protective arrangements to be made applicable to the federal assistance.

If DOL determines that an objection is sufficient, it will direct the parties to negotiate on specific issues defined by DOL. If the parties are unable to reach agreement within 30 days, DOL will review the final proposals and, if possible, issue an interim certification permitting FTA to release funds based on terms and conditions determined by DOL which are no less protective than the terms and conditions included in the referral and provided that no action is taken relating to the issues in dispute that will irreparably harm employees. 29 C.F.R. § 215.3(d)(7) and (8). Following the interim certification, the parties may continue negotiations. If they are unable to reach agreement, DOL will determine the terms for Final Certification within 60 days. DOL may request briefs on the issues in dispute before issuing the final certification.

It is recommended that the sub-recipient (grantee and operator) visit the Department of Labor link provided above to familiarize themselves with federal statements regarding protections and the claim procedures for transit employees represented by labor organizations as well as non-union employees.

Information may also be requested from [DOL's Office of Labor-Management Standards, Division of Statutory Programs](#).

49 U.S.C. 5333(b) (also known as Section 13(c) of the Federal Transit Act)

(1) As a condition of financial assistance under section 53115307-5312, 5316, 5318, 5323(a)(1), 5323(b), 5323(d), 5328, 5337, and 5338(b) of this title, the interests of employees affected by the assistance shall be protected under arrangements the Secretary of Labor concludes are fair and equitable. The agreement granting the assistance under sections 5307-5312, 5316, 5318, 5323(a)(1), 5323(b), 5323(d), 5328, 5337, and 5338(b) shall specify the arrangements.

(2) Arrangements under this subsection shall include provisions that may be necessary for--

the preservation of rights, privileges, and benefits (including continuation of pension rights and benefits) under existing collective bargaining agreements or otherwise;

the continuation of collective bargaining rights;

the protection of individual employees against a worsening of their positions related to employment;

assurances of employment to employees of acquired public transportation systems;

assurances of priority of reemployment of employees whose employment is ended or who are laid off; and

paid training or retraining programs.

(3) Arrangements under this subsection shall provide benefits at least equal to benefits established under section 11326 of this title.

(4) Fair and equitable arrangements to protect the interests of employees utilized by the Secretary of Labor for assistance to purchase like-kind equipment or facilities, and grant amendments which do not materially revise or amend existing assistance agreements, shall be certified without referral.

(5) When the Secretary is called upon to issue fair and equitable determinations involving assurances of employment when one private transit bus service contractor replaces another through competitive bidding, such decisions shall be based on the principles set forth in the Department of Labor's decision of September 21, 1994 (HTML) (PDF), as clarified by the supplemental ruling of November 7, 1994 (HTML) (PDF), with respect to grant NV-90-X021. This paragraph shall not serve as a basis for objections under section 215.3(d) of title 29, Code of Federal Regulations.

The Department of Labor (DOL) is responsible for insuring those arrangements are certified by the Secretary of Labor as meeting the requirements of the law.

Questions concerning employee protective arrangements and related matters pertaining to transit employees should be addressed to the Division of Statutory Programs, Employment Standards Administration, U.S. Department of Labor, Room N-1519, 200 Constitution Avenue NW, Washington, DC 20210; telephone, 202-693-1193; fax, 202-693-1344.

There is a simplified process for assuring employee protections that accommodates the needs of participants in the Section 5311 program. DOL and DOT agreed upon a Special Section 5333(b) Warranty for Section 5311 projects (Special Warranty), which the Secretary of Labor certified on May 31, 1979.

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

The text of the Special Warranty is included in Exhibit E. An acceptance certification form is included in this section. Please note that each grantee or operator must also post the Special Warranty where affected employees may see it.

The executed "Acceptance of the Special Warranty" form must be included as Exhibit E to the application.

B. Labor Organizations in the Service Area

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

Union Name and Local Number	Transit Organization Represented
There are no known unions for transit organizations in the non-urbanized area of Champaign County	

VII. LOCAL PLANNING EFFORTS

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

Describe what role local planning activities/initiatives played in the development of the proposed FY2016 Section 5311 project.

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

(b) Notice and Public Hearing.—

(1) In general.—For a . . . project that will substantially affect a community, or the public transportation service of a community, an applicant shall—

(A) provide an adequate opportunity for public review and comment on the project;

(B) after providing notice, hold a public hearing on the project if the project affects significant economic, social, or environmental interests;

(C) consider the economic, social, and environmental effects of the project; and

(D) find that the project is consistent with official plans for developing the community.

(2) Notice.—Notice of a hearing under this subsection—

(A) shall include a concise description of the proposed project; and

(B) shall be published in a newspaper of general circulation in the geographic area the project will serve.

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

Attach the minutes of the Public Meeting as Attachment VII.

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

In order to engage the community in local planning activities and initiatives for Transit in rural Champaign County, a formal advisory committee, called the Rural Transit Advisory Group (RTAG) was formed to provide oversight for the federal and state funded provision of transportation services within Champaign County, which in FY2016 will be operated by Champaign Urbana Mass Transit District through an Intergovernmental Agreement. The principal responsibilities of RTAG include, but are not limited to:

- **Advise transportation providers and the County Board on transportation needs**
- **Foster coordination of transportation services within the County**
- **Provide oversight to transportation services**
- **Participate in transportation service improvement**
- **Encourage participation in and use of coordinated transportation services**
- **Communicate resident concerns regarding transportation services**
- **Disseminate information on transportation services**
- **Develop and present an Annual Report to the County Board**

Ridership and performance data provided by CRIS Rural Mass Transit District (the former service provider, through September 30, 2014), public comments from the Champaign Urbana Long Range Transportation Plan and Census data all formed the basis for recommendations put forth in the Champaign County Rural Mobility Plan. Recommendations focused on improving efficiencies, increasing ridership, and decreasing denials.

B. Planning Efforts in the Last Five (5) Years

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

Champaign Urbana Mass Transit District staff attends RTAG meetings. The original RTAG appointees comprised of those agencies that were active during the three year ICCT Primer Process 2007-2010. The RTAG strives to have at least one member who represents each of the following areas: seniors, individuals with disabilities, low income persons, medical, educational, employment, and the Champaign County Board. RTAG meets quarterly to discuss service provision and service reports. Initially, the annual business meeting coincides with that of the Champaign County Board, where the annual service report is prepared and presented to the Champaign County Board. However, RTAG's schedule was adjusted to coincide with the state completed quarters in order to streamline the service reporting process.

Statistical data pertaining to ridership, denials, cost per mile, service miles, service hours, etc. collected from CRIS Rural Mass Transit District (the former service provider, through September 30, 2014) formed the basis for the Champaign County Rural Mobility Plan that was completed in January 2014. This plan also utilized 2010 Census data to map the distribution of transit dependent groups throughout rural Champaign County to estimate need and demand in various sections of the County.

Based on the estimation of need and demand in addition to the availability of existing rural transit services and performance, recommendations for improving rural transit service and efficiency were made.

The following is a list of all meetings since the committee was established in October 2010. Rural Transit Advisory Group (RTAG) Quarterly Meetings Held:

04/22/2015	08/29/2013	12/01/2011
01/21/2015	05/08/2013	09/01/2011
10/15/2014	04/04/2013	06/02/2011
07/16/2014	02/13/2013	05/09/2011
04/16/2014	11/14/2012	03/03/2011
01/15/2014	08/14/2012	
10/15/2013	02/01/2012	

C. Ridership and Service Demand Surveys

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

Champaign Urbana Mass Transit District surveyed rural Champaign County riders between April 29 and May 1, 2015. A total of 62 passengers were surveyed, the results are illustrated in the table below.

Areas Rated	0 - N/A/Blank	1 - Poor	2 - Okay	3 - Fair	4 - Good	5 - Excellent	Average
The timeliness of the public transit system vehicle.	6			11	19	26	4.27
The attitude of the driver.	4			5	11	42	4.64
The attitude of the dispatcher.	6		2	6	16	32	4.39
The ease of finding public transit system information.	8	1	2	12	17	22	4.06
The cleanliness of the public transit system vehicle.	5			2	15	40	4.67
The ability to connect to other transit agencies.	18	1		10	13	20	4.16
The affordability of the service.	5	1		2	11	43	4.67
The ease of scheduling rides.	7	3		10	14	29	4.18

There was also an opportunity for public comment on May 12, 2015 at 10:00 a.m. in Mahomet, and at 5:30 p.m. in Rantoul in rural Champaign County. CUMTD will continue to survey passengers, and there is an opportunity for continuous rider feedback via the Champaign County Rural Transit website.

VIII. Project Cost and Revenue Proposal

A. Program Cost Comparison

For each proposed operator involved in the project, please provide the information requested below.

Note: Programmed Services are all of the operator's services provided on a regular basis including transportation. Annual Program Budget is the total amount budgeted for the listed program. Percentage of Total Budget is the percentage of the operator's Total Programmed Services budget represented by the listed program. Attach additional pages if necessary. Include all programmed service: transportation, nutrition, training, etc.

Operator's Proposed Program Budget Activity Report: FY2016

Programmed Services	Annual Program Budget	Percent (%) of Total Program Budget
Transportation	836,198	100
Transportation - CUMTD		

Total Operator Expenditures	<u>\$ 836,198.00</u>	100
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B. Operator Organization and Level of Human Resource Effort

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

Submit one table for each operator.

Operator's Proposed Transportation Employee Utilization: FY2016

Operator: **Champaign Urbana Mass Transit District**

Job Title	Direct or Indirect Staff Position	Administration or Operating? (Admin or Op)	Estimated Full-Time Equivalents (FTEs)
Transportation Driver	Direct	OP	21.05
Transportation Dispatcher	Direct	OP	1.80
Comptroller – Accounting/Reporting	Indirect	Admin	.10
Special Services Manager – Operations Management	Indirect	Admin	.50
Customer Service Manager – Messaging/Outreach	Indirect	Admin	.10

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

C. Project Revenue

Detail all non-IDOT contracts, grants and non-passenger donations (including in-kind) to be used in the provision of Section 5311 Transportation Service. All multiple County Systems, including Transit Districts, please breakdown this information by County: (attach additional pages if necessary) **PLEASE NOTE:** All non-DOT federal grants with a transportation funding component could be used to match federal DOT funds. Federal DOT funds cannot be used as match for another federal DOT grant.

Note: All program contract income from agreements with

- for-profit agencies
- or invoicing for rides given on a periodic basis
- and other ad hoc arrangements where the transit operators or grantee are paid for rides provided to not-for-profits must be recorded as Section 5311 project income (Farebox on lines 401 through 406) and not used as local match or recorded as program income.

Program income is specifically defined by the Department as income tied to contracts with other governmental agencies or not-for-profits that is specifically traceable and transparent. Rides given on a cash basis with no executed contract documents in place for the service are to be reported as Farebox.

COUNTY/AGENCY/NOT-FOR-PROFIT Contract or Revenue Source	Total Contract Amount	Expected Revenue for the Section 5311 Program
Champaign County Nursing Home	1,200	1,200
Champaign County Regional Planning Commission (In Kind)	6,000	6,000

TOTALS	\$ 7,200.00	\$ 7,200.00
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Please supply copies of all contracts with the submittal of this application.

D. Fare Structure

Please describe your proposed fare structure by passenger category, (e.g., adult, senior, disabled, student, child or other) and include or attach a copy of fare structure. Please make note of any multi-ride pass books, tickets etc. and the associated costs to purchase by consumers.

\$5 per one-way trip for general public outside Thomasboro and Rantoul

\$2 per one-way trip for general public within Thomasboro and Rantoul

\$2 per one-way trip for adults 60 years+

\$1 for children under 12 accompanied by an adult

E. Proposed FY2016 Budget Instructions – Exhibit B

All applicants must complete the following Proposed FY2016 Budget detailed in Exhibit B. If the project uses multiple operators, a separate budget form must be submitted for each operator and labeled accordingly. A cumulative Proposed Budget should then be compiled and included with this application.

Using the Detailed Accounts and Definitions attached as Exhibit F to clarify any issues concerning the allowability or eligibility of project expenses under the Section 5311 program. For most systems, many of the listed accounts will not be applicable. However, its use provides for a full range of cost reporting and budgeting options for Section 5311 applicants. Also, the diversity of organizations (e.g., public entity, mass transit districts, private nonprofit corporations, etc.) requires a Standardized Chart of Accounts in order to meet reporting and system comparison requirements.

IDOT funds **net project operating expenses** and **project administration** under the Section 5311 program.

Operating expenses are considered those costs directly related to system operations. At a minimum, the following items must be considered operating expenses: fuel, oil, drivers' salaries and fringe benefits, dispatcher salaries and fringe benefits, and licenses.

The Federal (Section 5311) share for net operating expenses may not exceed 50 percent. **Net operating expenses** are those expenses that remain after operating revenues are subtracted from eligible operating expenses. At a minimum, operating revenues must include farebox revenues. Farebox revenues include fares paid by riders who are later reimbursed by a human service agency, or other user-side subsidy arrangements, but do not include payments made directly to the transit provider by human service agencies.

Project **administrative expenses** incurred by a grantee/operator are treated as a separate cost category from operating expenses. This allows administrative expenses to be considered "non-operating" expenses, which may be funded up to the 80 percent Federal share. This practice is consistent with congressional intent that smaller communities be given greater flexibility in matching requirements than larger cities.

Eligible project administrative costs may include, but are not limited to, general administrative expenses such as salaries of the project director, secretary, and bookkeeper; marketing expenses; insurance premiums or payments to a self-insurance reserve; office supplies; facilities and equipment rental; standard overhead rates; and the costs of administering drug and alcohol testing.

The Proposed Program Budget must reflect all revenues and expenses anticipated for FY2016 regardless of the Grantee's Section 5311 allocation. Additionally, Total Revenues must equal Total Expenses for this Proposed FY2016 Budget. Once accepted by the Department, the Grantee's approved FY2016 Section 5311 Budget may only be revised through the budget revision process outlined in the Grantee's FY2016 Section 5311 operating assistance contract.

F. Indirect Cost Proposal

IDOT specifically allows indirect costs consistent with State and Federal policy. In order for grantees and operators to claim indirect costs, they must meet the following:

- Indirect costs are allowable only to the extent they conform to grantees certified indirect cost allocation plans.
- Grantees and/or operators may utilize the services of the independent CPA to prepare indirect cost proposals; however, this will no longer be a program requirement.
- Indirect cost proposals must be certified by the submitting entity.
- Proposals will normally be submitted with the grant application.
- In FY2016, IDOT will approve a “predetermined” indirect cost rate based on past audited data that will not be subject to adjustment.
- IDOT will not require the submittal of documentation for claims for indirect expenses if the grantee/operator has an IDOT approved indirect cost rate.

Grantees and operators that are units of local government, transit districts, or nonprofit organizations that wish to claim indirect costs are encouraged to submit indirect cost proposals prepared in accordance with these guidelines.

Definition of Costs

Direct costs are those expenses incurred by the grantee or operator that are directly related and strictly benefit only the Section 5311 program. Such expenses are totally allocable to the Section 5311 program.

OMB Circular A-87 makes it clear that there are no universal rules for classifying costs as direct or indirect under every governmental accounting system. The essential difference is the degree of ease with which a cost can be readily assigned to a particular cost objective with a high degree of accuracy. Such readily assigned costs are **direct costs**.

Indirect costs are those that have been incurred for common or joint purposes. These costs benefit more than one cost objective or program and cannot be readily identified with a particular final cost objective without effort disproportionate to the results achieved.

Organizations whose sole purpose is the provision of rural public transit will not have indirect costs; all costs incurred would be directly attributable to the Section 5311 program. Other grantees, such as units of local governments, or operators such as a council on aging, perform multiple functions and would likely incur indirect expenses associated with public transportation service delivery.

There is one key rule that grantees and operators should take into account when preparing cost allocation proposals. A cost may not be allocated to the Section 5311 program as an **indirect cost** if any other cost incurred for the same purpose, in like circumstances, has been assigned to another Federal award as a **direct cost**.

Costs must be accorded equal treatment under all of the organization's Federal awards.

Indirect costs are normally charged to Federal awards by the use of an **indirect cost rate**. A separate indirect cost rate(s) is usually necessary for each department or agency of the governmental unit claiming indirect costs under Federal awards. Guidelines and illustrations of indirect cost proposals are provided in a brochure published by the Department of Health and Human Services entitled, *"A Guide for State and Local Government Agencies: Cost Principles and Procedures for Establishing Cost Allocation Plans and Indirect Cost Rates for Grants and Contracts with the Federal Government."*

Applicable Credits. Applicable credits are reduction of expenditures that offset or reduce the expenses items that are attributable to Section 5311 program as either direct or indirect costs. Examples of such credits include purchase discounts, rebates, or allowances.

Applicability

This guidance applies to all Section 5311 grantees and operators who are either:

- (1) eligible recipients; or
- (2) Receive funds from an otherwise eligible recipient of funds through a pass-through arrangement.

This policy does not apply to operators selected by the grantee through formal competitive procurements or any private, for-profit operator. Grantees that utilize private, for profit operators, consistent with the procurement requirements of the Section 5311 program, must secure these services through competitive means. This typically would mean a formal Invitation for Bids (IFB) or Request for Proposal (RFP). IDOT recommends that grantees adopt unit pricing strategies (e.g., cost per trip, cost per mile, cost per hour) under these contracts rather than utilizing cost reimbursement type contracts.

Additionally, some projects do not receive sufficient Section 5311 funds to cover the operator's direct costs incurred in the Section 5311 program. In those cases, IDOT will pay only direct costs; IDOT will not require nor review/approve an indirect cost rate proposal from an organization that can draw down all Section 5311 project funds in direct costs.

PLEASE TRANSMIT, WITH THE COMPLETED APPLICATION, ALL INDIRECT COST RATE PROPOSALS, FOLLOWING THE FORM PRESCRIBED BY IDOT, FOR ALL LISTED OPERATORS WHO WISH TO CLAIM INDIRECT COSTS. A COPY OF THE MOST RECENT AUDIT, ON WHICH INDIRECT COST RATE COMPUTATIONS ARE BASED, MUST ALSO BE SUBMITTED. INCLUDE THE INDIRECT COST RATE PROPOSAL AS ATTACHMENT IV TO THE GRANT PROPOSAL. IDOT ALSO REQUIRES A COPY OF THE MOST RECENT AUDIT ON WHICH THE INDIRECT COST RATE COMPUTATIONS ARE BASED. SUBMIT THE AUDIT AS ATTACHMENT V TO THE GRANT APPLICATION ALONG WITH THE 5311 ANNUAL FINANCIAL REPORT.

IX. Intercity Bus Capital/Operating Assistance Requests
Not applicable

X. Forms, Certifications and Assurances

A. Applicant's Certification of Intent

All applicants must complete and submit the Certification of Intent form, contained in Exhibit G.

B. Board Resolution

Each public body submitting a grant application to the Illinois Department of Transportation under the Section 5311 program must pass a resolution by the governing board authorizing the filing of the application, execute and file grant agreement, and file such documents to perform agreement and receive the grant. A sample resolution is contained in Exhibit D.

C. Sample Ordinance

Illinois Compiled Statutes 740/2-1 et seq. authorizes an applicant to provide for public transportation within their service area limits. If a county is applying for Section 5311 funds on behalf of another county within the service area, each county is required to pass an ordinance authorizing the project. A sample ordinance is contained in Exhibit H.

D. Standard FTA Assurances and Certifications

As a condition of receipt of Federal financial assistance, all applicants (both grantees and operators) must agree to all terms and conditions imposed by the Federal Transit Administration based on all applicable laws, regulations, and Executive Orders. A copy of the applicable terms and conditions, along with a certification, is contained in Exhibit C. This certification must be submitted by all grantees and operators.

XI. Compiling the Application

After all elements of the application are complete, the Applicant can print out a paper copy of the applicant for submission to IDOT.

Ensure that all certifications and assurances are complete and fully executed. Attach additional materials, as necessary to the printed applications, based on instructions provided elsewhere in the application. Eight (8) attachments and one (1) Table may be necessary to support documentation contained in this application, as follows:

Attachment I	Maps of the service area (or other printed material that will help describe the project.
Attachment II	Copies of minutes, letters, RFPs, and other documentation that describe the applicant's efforts to involve the private sector in the project.
Attachment III	Organization charts for each operator.
Attachment IV	Indirect cost rate proposal
Attachment V	Copy of the most recent audit & 5311 Annual Financial Report (Electronic versions – see separate file). For those projects that submit indirect cost rate proposals, audit should reflect costs for the period corresponding to the indirect cost rate proposal.
Attachment VI	Certified Copy of Public Notice for Public Hearing
Attachment VII	Copy of minutes of Public Hearing in Support of this Application
Attachment VIII	FY2016 State of Illinois Downstate Operating Assistance Application.

TABLE #1 - Proposed System Service Level by County

Exhibit A

Standard Form 424

***Note: Electronic Version of this Form is Available in
Adobe Acrobat format in the attached files:***

SF424.pdf

APPLICATION FOR FEDERAL ASSISTANCE

OMB Approval No. 0348-00

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		2. DATE SUBMITTED	Applicant Identifier
		3. DATE RECEIVED BY STATE	State Application Identifier
4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier	

5. APPLICANT INFORMATION Legal Name: Champaign County		Organizational Unit: Champaign County Regional Planning Commission (RPC)	
Address (give city, county, State, and zip code): 1776 East Washington Street Urbana, IL 61802		Name and telephone number of person to be contacted on matters involving this application (give area code) Zoe Keller 217-819-4060	

6. EMPLOYER IDENTIFICATION NUMBER (EIN): 37 — 6006910		7. TYPE OF APPLICANT: (enter appropriate letter in box) <div style="display: flex; justify-content: space-between;"> <div> A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District </div> <div> H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify) _____ </div> </div> <div style="text-align: right; border: 1px solid black; width: 30px; float: right;">B</div>	
---	--	--	--

8. TYPE OF APPLICATION: <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision </div> If Revision, enter appropriate letter(s) in box(es) A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other(specify): _____		9. NAME OF FEDERAL AGENCY: Federal Transit Administration	
---	--	---	--

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: <div style="text-align: right;">20 — 509</div> TITLE: Section 5311 Operating Assistance Program		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Transportation operating assistance grant for non-urbanized areas in Champaign County, Illinois.	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): Non-urbanized areas in Champaign County, Illinois.			

13. PROPOSED PROJECT		14. CONGRESSIONAL DISTRICTS OF: 15th	
Start Date 7/1/2015	Ending Date 6/30/2016	a. Applicant Champaign County	b. Project Rural Public Transportation

15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$ 153,871.00	a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE _____ b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
b. Applicant	\$.00		
c. State	\$ 698,940.00		
d. Local	\$ 90,758.00		
e. Other	\$.00		
f. Program Income	\$ 46,500.00		
g. TOTAL	\$ 990,069.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes," attach an explanation. <input type="checkbox"/> No	

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.		
a. Type Name of Authorized Representative Debra Busey	b. Title County Administrator	c. Telephone Number 217-278-5605
d. Signature of Authorized Representative		e. Date Signed

Exhibit B

Proposed FY2016 Budget

***Note: Electronic Version of this Form is Available in
Microsoft Excel format in the attached file:***

Exhibit B - Proposed FY2016 Budget.xls

NOTE: ONLY ENTER DATA IN HIGHLIGHTED CELLS

GRANTEE:

MTD, COUNTY OF or CITY OF

Exhibit B

Note: Only enter data in highlighted cells

FINANCIAL DATA

PROPOSED

FY 2016 BUDGET

REVENUES:

<u>Item</u>	<u>Description</u>	<u>AGENCY TOTAL (ALL TRANSIT)</u>	<u>SECTION 5311 TOTAL BUDGETED</u>	<u>PROJECT INCOME (Proposed)</u>	<u>LOCAL MATCH (Proposed)</u>
401.01	Full Adult Fare	\$32,500	\$32,500	\$32,500	
401.02	Senior Citizen Fares	14,000	14,000	14,000	
401.03	Student Fares		0		
401.04	Child Fares		0		
401.05	Disabled Rider Fares		0		
401.06	Parking Lot Fares		0		
401.99	Other Rider Fares		0		
402.00	Special Transit Fares	84,758	84,758		84,758
403.00	School Bus Service		0		
404.00	Freight Tariffs		0		
405.00	Charter Service Revenues		0		
406.00	Auxiliary Revenues		0		
407.01	Sales of Maintenance Service		0		
407.02	Rental of Revenue Vehicles		0		
407.03	Rental of Buildings & Property		0		
407.99	Other Non-transportation Revenue		0		
408.00	Taxes Levied by Transit System		0		
409.00	Local Cash Grants	6,000	6,000		6,000
410.01	Local Disabled Fare Assistance		0		
410.02	Local Senior Fare Assistance		0		
410.03	Local Student Fare Assistance		0		
410.99	Other Local Special Fare Assistance		0		
411.00	State Cash Grants	698,940	0		
412.00	State Special Fare Assistance		0		
413.00	Federal Cash Grants (Section 18)	153,871	0		
413.99	Other Federal Financial Assistance		0		
414.00	Interest Income		0		
430.01	Contributed Services - Allowable		0		
430.03	Contributed Services - Unallowable				
430.04	Contra Account for 430.03				
431.00	Contributed Cash		0		
440.00	Subsidy From Other Sources		0		
		AGENCY TOTAL (ALL TRANSIT)	SECTION 5311 TOTAL BUDGETED	PROJECT INCOME (Proposed)	LOCAL MATCH (Proposed)
(Exclude grey areas from total)		TOTAL REVENUE 401 - 440	\$836,198	\$137,258	\$46,500
Revised: 2/04/15					\$90,758

NOTE: ONLY ENTER DATA IN HIGHLIGHTED CELLS

PROPOSED

(continued) FY 2016

MTD, COUNTY OF or CIT

Exhibit B

EXPENSES:

<u>Item</u>	<u>Description</u>	<u>AGENCY TOTAL (ALL TRANSIT)</u>	<u>SECTION 5311 TOTAL BUDGETED</u>	<u>SECTION 5311 ADMINISTRATION (Proposed)</u>	<u>SECTION 5311 OPERATING (Proposed)</u>
LABOR:					
501.01	Operator's Salaries & Wages	\$379,048	\$379,048		\$379,048
501.02	Training Salaries & Wages	10,000	10,000	3,000	7,000
501.03	Dispatcher's Salaries & Wages	50,500	50,500		50,500
501.04	Administrative Salaries & Wages	47,000	47,000	47,000	
501.99	Other Salaries & Wages		0		
	TOTAL	\$486,548	\$486,548	\$50,000	\$436,548
FRINGE BENEFITS:					
502.01	FICA	\$25,000	\$25,000	\$3,500	\$21,500
502.02	Pensions & Long Term Disability	42,500	42,500	6,000	36,500
502.03	Health Insurance	27,500	27,500	16,800	10,700
502.04	Dental Plans		0		
502.05	Life Insurance		0		
502.06	Short Term Disability		0		
502.07	Unemployment Insurance	4,100	4,100	600	3,500
502.08	Worker's Compensation	13,500	13,500	150	13,350
502.09	Sick Leave		0		
502.10	Holiday		0		
502.11	Vacation		0		
502.12	Other Paid Absence	10,000	10,000		10,000
502.13	Uniform Allowance	2,150	2,150		2,150
502.99	Other Fringe Benefits		0		
	TOTAL	\$124,750	\$124,750	\$27,050	\$97,700
SERVICES:					
503.01	Management Services		\$0		
503.02	Advertising Services		0		
503.03	Professional & Technical Services	27,500	27,550	21,050	6,500
503.04	Temporary Services		0		
503.05	Contract Maintenance	40,000	40,000	3,000	37,000
503.06	Custodial Services		0		
503.07	Security Services		0		
503.99	Other Services		0		
	TOTAL	\$67,500	\$67,550	\$24,050	\$43,500

Revised: 2/04/15

NOTE: ONLY ENTER DATA IN HIGHLIGHTED CELLS

PROPOSED

(continued) FY 2016

MTD, COUNTY OF or CIT

Exhibit B

EXPENSES:

Item	Description	AGENCY TOTAL (ALL TRANSIT)	SECTION 5311 TOTAL BUDGETED	SECTION 5311 ADMINISTRATION (Proposed)	SECTION 5311 OPERATING (Proposed)
MATERIALS & SUPPLIES:					
504.01	Fuel & Lubricants Consumed	\$85,000	\$85,000		\$85,000
504.02	Tires & Tubes Consumed	7,200	7,200		7,200
504.03	Inventory Purchases	2,000	2,000	\$2,000.00	
504.99	Other Materials & Supplies	6,500	6,500		6,500
	TOTAL	\$100,700	\$100,700	\$2,000	\$98,700
UTILITIES:					
505.02	Telephone	\$4,200	\$4,200	\$4,200	
505.99	Other, i.e. Natural Gas, Electric, etc.		0		
	TOTAL	\$4,200	\$4,200	\$4,200	\$0
CASUALTY & LIABILITY:					
506.01	Physical Damage Insurance	\$5,500	\$5,500		\$5,500
506.03	Liability & Property Insurance	1,000	1,000		1,000
506.04	Uninsured Settlements		0		
506.05	Provisions for Uninsured Settlements		0		
506.06	Recoveries of Settlements		0		
506.08	Other Corporate Insurance		0		
506.99	Other Insurance		0		
	TOTAL	\$6,500	\$6,500	\$0	\$6,500
TAXES:					
507.00	TOTAL		\$0		
PURCHASED TRANSPORTATION:					
508.00	TOTAL	\$0	\$0		
MISCELLANEOUS:					
509.01	Dues & Subscriptions		\$0		
509.02	Travel & Meetings	2,000	2,000	2,000	
509.03	Bridge, Tunnel, & Highway Tolls		0		
509.04	Entertainment Expense				
509.05	Charitable Donations				
509.06	Fines & Penalties				
509.07	Bad Debt Expense				
509.08	Advertising/Promotion Media	5,000	5,000	5,000	
509.99	Other Miscellaneous Expense	3,000	3,000		3,000
	TOTAL (Excluding Grey Areas)	\$10,000	\$10,000	\$7,000	\$3,000

Revised: 2/04/15

NOTE: ONLY ENTER DATA IN HIGHLIGHTED CELLS

**PROPOSED
EXPENSES**

(continued) FY 2016

MTD, COUNTY OF or CITY OF

Exhibit B

Item	Description	AGENCY TOTAL (ALL TRANSIT)	SECTION 5311 TOTAL BUDGETED	SECTION 5311 ADMINISTRATION (Proposed)	SECTION 5311 OPERATING (Proposed)
INTEREST:					
511.01	Long Term Debt Obligation		\$0		
511.02	Short Term Debt Obligation		0		
	TOTAL	\$0	\$0	\$0	\$0
LEASES & RENTALS:					
512.01	Transit Way Structures, etc.		\$0		
512.02	Passenger Stations		0		
512.03	Passenger Parking Facilities		0		
512.04	Passenger Revenue Vehicles		0		
512.05	Service Vehicles		0		
512.06	Operating Yards or Stations	36,000	36,000		36,000
512.07	Maintenance Facilities		0		
512.10	Data Processing Facilities		0		
512.11	Revenue Collection Facilities		0		
512.12	Other Administrative Facilities		0		
	TOTAL	\$36,000	\$36,000	\$0	\$36,000
DEPRECIATION & AMORTIZATION					
513.00	TOTAL				
CONTRIBUTED SERVICES					
530.00	TOTAL				
INELIGIBLE EXPENSES					
550.00	TOTAL				
DIRECT EXPENSE SUB-TOTAL		\$836,198	\$836,248	\$114,300	\$721,948
ICR	Indirect Cost Rate	0.00% \$0	\$0	\$0	\$0
		AGENCY TOTAL (ALL TRANSIT)	SECTION 5311 TOTAL BUDGETED	SECTION 5311 ADMINISTRATION (Proposed)	SECTION 5311 OPERATING (Proposed)
(Exclude grey areas from total)					
TOTAL EXPENSES 501 - 530 & ICR		\$836,198	\$836,248	\$114,300	\$721,948

Please identify all anticipated Revenue Service Contracts or Procurements > \$10,000 or more to a single vendor.

Vendor Contracts and Revenue Service Contracts > \$10,000		\$ Amount
Vehicle Liability Insurance		
Health Insurance		27,500
Workers Comp		13,500
etc...		
		\$41,000

GRANTEE: **MTD, COUNTY OF or CITY OF**
Form OP-5 FINANCIAL DATA AND OPERATING REVENUE & INCOME PROJECTION REPORT
FY 2016

	A Projected Eligible Revenues FY 2016	B Projected Revenues Not Eligible FY 2016
401 Passenger Fares for Transit Services	\$46,500	
402 Special Transit Fares	84,758	
403 School Bus Service Revenues	0	
404 Freight Tariffs		\$0.00
405 Total Charter Service Revenues	0	
406 Auxiliary Transportation Revenues	0	
407 Non-Transportation Revenues	0	
407 .99 Sec. 5307 Force Account & Administration Cost Reimb.	0	
408 Taxes Levied Directly by Transit System		\$0.00
409 Local Cash Grants & Reimbursements		\$6,000.00
410 Local Special Fare Assistance		\$0.00
411 State Cash Grants & Reimbursements		\$0.00
412 State Special Fare Assistance		\$0.00
413 Federal Cash Grants & Reimbursements	\$0.00	
413 .99 Sec. 5307 Capital Funds for State Eligible Operating Expenses	\$0.00	
430 Contributed Services		\$0.00
440 Subsidy from other Sectors of Operations		\$0.00
TOTAL	\$131,258.00	\$6,000.00

FY 2016

MTD, COUNTY OF or CITY OF

Form OP-5 FINANCIAL DATA AND OPERATING EXPENSE PROJECTION REPORT

	A Projected Eligible Expenses FY 2016	B Projected Expenses Not Eligible FY 2016
501 Labor (.01 + .02)	\$486,548	
502 Fringe Benefits	\$124,750	
503 Services	\$67,550	
504 Materials and Supplies Consumed (.01 + .02 + .99)	\$100,700	
505 Utilities	\$4,200	
506 Casualty and Liability Cost	\$6,500	
507 Taxes		
.01 Federal Income Taxes		\$0.00
.02 State Income Taxes		\$0.00
.03 Property Taxes		\$0.00
.04 Vehicle Licensing & Registration Fees	\$0	
.05 Fuel & Lubricant Taxes		
.06 Electric Power Taxes		
.99 Other Taxes		
508 Purchased Transportation Services	\$0	
509 Miscellaneous Expenses		
.01 Dues & Subscription	\$0	\$0.00
.02 Travel & Meetings	2,000	
.03 Bridge, Tunnel & Highway Tolls	0	
.04 Entertainment Expenses		\$0.00

MTD, COUNTY OF or CITY OF

FY 2016

Form OP-5 FINANCIAL DATA AND OPERATING EXPENSE PROJECTION REPORT

Expenses Continued	A Projected Eligible Expenses FY 2016	B Projected Expenses Not Eligible FY 2016
.05 Charitable Expenses		\$0.00
.06 Fines & Penalties		\$0.00
.07 Bad Debt Expenses		\$0.00
.08 Advertising/Promotion Media	5,000	
.99 Other Miscellaneous Expenses	3,000	
511 Interest Expense		
.01 Long Term Debt Obligation		\$0.00
.02 Short Term Debt Obligation	0	
512 Leases, Rentals, & Purchase-Lease	\$36,000	
TOTAL	\$836,248	\$0.00

Please provide breakdown of ineligible expenses; if not detailed above.

CONTRACT FOR TRANSPORTATION SERVICES

CRIS Rural Mass Transit District (CRIS RMTD), 615 E. Voorhees St., Danville, IL, referred to as "CRIS RMTD" or "Provider", and Champaign County Nursing Home, operating as "Champaign County Nursing Home", or "User", enter into this contract for transportation services for patients (riders) residing at "500 Art Bartell Road, Urbana, IL 61802".

CRIS RMTD, a provider of transportation services to the general public and persons with disabilities and elderly in the community, agrees to provide transportation services for the User with the following operational tenets being agreed upon:

SERVICE:

- I. CRIS RMTD agrees to provide transportation for the User utilizing CRIS RMTD vehicles and staff between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday (excluding CRIS RMTD holidays), and shall provide two types of transportation service:
 - A. A demand/response transportation system for patients of the User needing service for medical and other appointments within the Champaign County Limits. The system will operate with the following requirements:
 1. There must be a minimum 48-hour notice of appointment time and destination. Rides will be scheduled on space availability. Monday appointments must be made the previous Thursday.

A specific return time must be scheduled with the original appointment. If the rider is not ready to return at the scheduled time, CRIS RMTD will attempt to send a driver for a later pick up. However, due to scheduling requirements, CRIS RMTD cannot guarantee an immediate return trip.
 2. The User must certify that all riders are physically and mentally capable of using CRIS RMTD transportation. Should medical problems arise during transport it is the responsibility of the User escort to take proper care of and respond to the needs of the rider.
 3. At least one escort provided by the User, who has the skills to handle any rider difficulties, shall accompany the riders to and from their destination.

Volunteers or family members (must be at least 18 years of age) may function as the escort. The User must certify that escorts have the skills needed to perform the tasks required to safely assist the rider.
 4. CRIS RMTD must be notified of cancelled rides at least one hour prior to the scheduled pick up time. Rides not cancelled within this time frame will be billed.
 5. CRIS RMTD drivers shall be responsible for assisting the rider onto the vehicle, either through the door or using the lift. Drivers are responsible for operating the lift and insuring that riders are properly secured with seatbelts or wheelchair securements.
 6. User personnel or escorts must bring the riders from the facility door to the vehicle and from the vehicle into the destination.
 7. Mobility aids used by riders must be deemed safe by the driver. The driver must be able to properly load and secure the mobility aid safely. Drivers may refuse to transport riders with unsafe or

TRANSPORTATION CONTRACT / Champaign County Nursing Home/ CRIS RMTD

Page 2 of 5

inappropriate equipment. Riders on 3 wheeled carts (commonly referred to as scooters) may be asked to transfer to a seat.

8. **CRIS RMTD** reserves the right to refuse ridership to those riders posing driver management problems, with the safety of the riders being first priority. Rules for ridership and procedures for resolution are addenda to this agreement.
- B. Group transportation trips for patients of the User attending group outings within the Champaign City limits. The transportation will operate with the following requirements:
1. There must be a minimum of 5 days notice of requested time of pickup, destination, time of return and total number of passengers including number of escorts. Trips will be scheduled on driver and vehicle availability.
 2. Escorts must be provided in an appropriate ratio to the number and level of functioning of the riders. (This ratio will be decided after having some experience under this contract.
 - Volunteers or family members (must be at least 18 years of age) may function as escorts. The User must certify that escorts have the skills needed to safely assist the rider. At least one of the escorts on a group trip must be an employee of the User, who is familiar with all the riders.
 3. The User must certify that all riders are physically and mentally capable of using **CRIS RMTD** transportation. Should medical problems arise during transport it is the responsibility of the User's escort to take proper care of and respond to the needs of the rider.
 4. **CRIS RMTD** must be notified of cancelled group trips by noon of the previous day. Rides not cancelled by this time will be billed. Exceptions to this cancellation rule may be made for unexpected weather conditions that may affect outdoor outings.
 5. **CRIS RMTD** drivers shall be responsible for assisting the riders onto the vehicle, either through the door or using the lift. Drivers are responsible for operating the lift and insuring that riders are properly secured with seatbelts or restraints for wheelchairs.
 6. User personnel or escorts must bring the riders from the facility door to the vehicle and from the vehicle into the destination.
 7. Mobility aids used by riders must be deemed safe by the driver. The driver must be able to properly load and transport riders with unsafe or inappropriate equipment. Riders on 3 wheeled carts (commonly referred to as scooters) may be asked to transfer to a seat.
 8. **CRIS RMTD** reserves the right to refuse ridership to those riders posing driver management problems, with the safety of the riders being first priority. Rules for ridership and procedures for resolution are addenda to this agreement.

TRANSPORTATION CONTRACT / Champaign County Nursing Home/ CRIS RMTD

Page 3 of 5

STAFFING:

- II. **CRIS RMTD shall provide appropriately trained staff to provide transportation services to patients of the User. Staffing by CRIS RMTD shall be as follows:**
- A. All CRIS RMTD drivers shall receive training in CPR and first aid within one year of employment.
 - B. All CRIS RMTD drivers shall have defensive driving classes when they are available in our area.
 - C. All CRIS RMTD transportation drivers shall be properly licensed in accordance with state laws and are required to meet all legislation, laws (local, state or federal) and regulations governing the transporting of passengers. These regulations and standards are promulgated by Illinois Department of Transportation, Federal Transit Administration, East Central Illinois Area Agency on Aging, and the Illinois Department on Aging.
 - D. All CRIS RMTD drivers shall be trained in the transport of persons with disabilities and proper use of lift equipped vehicles.
 - E. User shall be responsible for providing escorts for all group or demand/response trips. The User is also responsible for insuring that the escorts are trained in carrying out the appropriate responsibilities of a transportation escort.
 - F. The User will assure, to the best of their knowledge, riders are free of serious communicable diseases, e.g., hepatitis B, and other highly contagious diseases.
 - G. Specific personnel (by name) shall be designated by the User to schedule group or demand/response transportation. These designated staff must be able to communicate and work with the CRIS RMTD Transportation Supervisor on specific patient information that may be needed for safe transport. This communication shall occur prior to a scheduled trip. An assessment sheet must be on file in the CRIS RMTD transportation office prior to transport.

Specific patient information may include, but is not limited to the following:

- ❖ Mobility aids being used
 - ❖ Rider is free of serious communicable diseases
 - ❖ Health information that may affect transportation such as history of seizures, loss of feeling in limbs, loss of sight or hearing and other information helpful in making the trip as safe and comfortable as possible
- H. Transportation will not be provided on holidays in accordance with the attached schedule, and shall be revised at the beginning of each contract period.
 - I. CRIS RMTD reserves the right to cancel transportation services due to inclement weather that could pose a safety hazard in transporting elderly and/or persons with disabilities.

TRANSPORTATION CONTRACT / Champaign County Nursing Home/ CRIS RMTD

Page 4 of 5

REIMBURSEMENT FOR SERVICE:

III. User shall reimburse CRIS RMTD for the cost of providing transportation services based on the following:

A. DEMAND/RESPONSE

1. The User shall reimburse CRIS RMTD at the rate of \$20.00 per trip. A trip is defined as a one-way trip provided for one patient.
2. A maximum of one escort per rider shall ride at no additional charge.

B. GROUP TRIPS

1. User shall reimburse CRIS RMTD at the rate of \$40.00 per driver hour utilized in providing the group trip.
2. A driver hour is defined as one hour of time spent by the driver in the provision of transportation services. This includes transportation time traveling to and from the pick up location. There is a minimum of one hour. If longer than one hour, the time is rounded to the nearest quarter of an hour.

C. BILLING

1. Billing to the User shall be made within fifteen (15) days following the end of each month. Payment for the service provided shall be due within thirty (30) days of the date on the invoice.
2. If payment is not received by the conclusion of thirty (30) days from the date on the invoice, the Provider has the option of terminating service until all amounts owed are paid in full. Notice of such termination shall be delivered to the User in writing, and service shall be terminated immediately. Consistent late payment causing constant interruptions of service is cause for immediate termination of the contract without the required thirty (30) days notice.
3. In the event that litigation is necessary to receive payment for transportation services provided, the User shall be responsible for all court costs and attorney fees incurred in the litigation process.

D. ANNUAL REVIEW

1. Rate review: The demand/response and group trip rates shall be reviewed annually. Rates are subject to change based on changes in costs of operations. Notice of rate changes shall be delivered to the administrator of User at least thirty (30) days prior to the effective date of such change.
2. Contract review: The contract between CRIS RMTD and User shall be reviewed by both parties annually. Such review shall take place and be completed at least thirty (30) days prior to the termination date of the current contract to insure uninterrupted service for the User.

TRANSPORTATION CONTRACT / Champaign County Nursing Home/ CRIS RMTD
Page 5 of 5

OTHER TENENTS:

- IV. Tenets or conditions not specifically stated or addressed in this contract are not considered a part of the service and can not be assumed to be part of the contracted service. Additional conditions or activities requested by either party must be negotiated and attached as an addendum to this contract.

HOLD HARMLESS AGREEMENT

- V. Each party agrees that it shall indemnify and hold the other harmless from and against any and all claims, liabilities, damages, costs or expenses (including reasonable attorney's fees) arising or resulting in any manner from the acts or omission of the indemnifying party, its officers, employees or agents, in connection with the Agreement.

INSURANCE

- VI. CRIS RMTD shall provide certification of auto and general liability coverage to the User upon request.

TERMINATION OF CONTRACT

- VII. Due to the funding and revenue structures of both parties, either party may wish to, or be required to terminate the contract with a minimum amount of notice. The following termination requirements shall apply:
- A. This contract may be terminated by either party with or without cause by providing 30 days written notice of the intent to terminate.
- B. Termination of the contract may occur in accordance with section III.C.2. of this contract.

CRIS Rural Mass Transit District

Karen Noffke

Administrator

Amy Marchant

Amy Marchant, Chief Executive Officer

2.12.14

Date

2-12-14

Date

**TRANSPORTATION RULES
FOR EXTENDED CARE RIDERS**

It is the intent of CRIS RMTD Senior Services to provide safe and pleasant transportation to all riders of CRIS RMTD transportation vehicles. In order to better assure safe and pleasant trips for all riders, the following rules will apply:

1. All riders must have a designated escort, who meets contract requirements.
2. Riders must remain seated while vehicle is in operation.
3. Riders must use seatbelts or wheelchair securements.
4. Riders must respect other's property and person.
5. Riders must be on time and ready to go when the vehicles arrives. Drivers will wait only three (3) minutes for rider.
6. No eating, drinking, or smoking is allowed on the vehicle.
7. Obscene or abusive language or behavior will not be allowed.
8. Good personal hygiene is expected.
9. Riders must be physically and mentally able to ride CRIS RMTD transportation vehicles.

PROCEDURE FOR PROBLEM RESOLUTION

Violations of any of the above rules or other problems that may occur while the vehicle is in operation will be handled in the following manner:

1. The driver will first allow the escort to attempt to deal with any infractions of the rules or behavior in a manner they feel is best suited to the rider.
2. The driver will attempt to handle the situation on an informal basis.
3. All incidents will be reported to the CRIS RMTD Transportation Supervisor, who will discuss the matter with the designated User personnel.
4. If problems persist, the CRIS RMTD Transportation Supervisor will staff the situation with the appropriate User personnel. User personnel are responsible for working directly with the rider to resolve rider problems.
5. Supporting documents will be maintained by CRIS RMTD staff concerning efforts to resolve rider problems.
6. CRIS RMTD Senior Services shall make the decision on continuing transportation for riders who pose problems.
7. If a rider is dropped, transportation may be reconsidered after positive steps are taken to correct the situation. The decision to resume transportation remains with CRIS RMTD Senior Services.

**NOTIFICATION OF CANCELLATIONS FOR TRANSPORTATION
FOR EXTENDED CARE RIDERS**

Proper and timely notification of cancellations of transportation rides is important to the efficient operation of the system, and to controlling costs for the service.

1. The User is responsible for canceling rides with CRIS RMTD Senior Services in accordance with the terms of the transportation contract.
 2. CRIS RMTD drivers attempt to make pick-ups within ten minutes of the scheduled time. If riders are not ready for loading within a reasonable time of arrival of the driver, the ride will be cancelled to allow the driver to continue to the next pick-up. Rides that are cancelled in this manner will be billed to the User.
 3. If riders are continually late for the scheduled pick-up, the situation will be discussed with the User personnel to resolve the problem.
- If the problem does not get resolved, CRIS RMTD Senior Services may choose to discontinue transportation temporarily or permanently.

INSERT LIST OF CRIS RMTD HOLIDAY CLOSINGS FOR APPROPRIATE YEAR

CRIS RMTD Senior Services
309 N. Franklin Street
Champaign, IL 61832
(217) 443-2999

ASSESSMENT
DATE: _____

EXTENDED CARE TRANSPORTATION ASSESSMENT FORM

RIDER IS PATIENT OF: _____

RIDER NAME: _____ DATE OF BIRTH: _____

ADDRESS: _____ PHONE: _____

CITY, STATE: _____ EMERGENCY PHONE: _____

IN CASE OF EMERGENCY / CONTACT PERSON: _____

ADDRESS: _____ PHONE: _____

PRIMARY DISABILITY: _____

SECONDARY DISABILITY: _____

ADAPTIVE DEVICES: WC _____ WALKER/CANE _____ OXYGEN _____ OTHER _____

IS RIDER FREE FROM CONTAGIOUS/COMMUNICABLE DISEASES? YES _____ NO _____

IS RIDER ABLE TO FOLLOW VERBAL INSTRUCTIONS? YES _____ NO _____

IS RIDER CONTINENT? YES _____ NO _____ IF NO, EXPLAIN MEASURES THAT WILL BE TAKEN FOR
TRANSPORT: _____

EXPLAIN ANY MEDICAL CONDITIONS THAT THE DRIVER SHOULD KNOW IN CASE OF A MEDICAL
EMERGENCY ON THE VAN: _____

LIST ALLERGIES: _____

EXPLAIN ANY BEHAVIORS THAT MIGHT EFFECT SAFETY ON THE VAN: _____

OTHER INFORMATION THAT MAY BE NEEDED FOR TRANSPORT: _____

ANTICIPATED RIDE DATE: _____

TRANSPORTATION CONTRACT / Champaign County Nursing Home/ CRIS RMTD
Page 10 of 5

SIGNATURE OF FACILITY'S ASSESSOR: _____

DATE: _____

Exhibit C

FTA Standard Certifications and Assurances

***Note: Electronic Version of this Form is Available in
Adobe Acrobat format in the attached files:***

FFY2015 Certs-TEAM.pdf

FTA FISCAL YEAR 2016 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2016 CERTIFICATIONS AND ASSURANCES FOR FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS

(Signature pages alternative to providing Certifications and Assurances in TEAM-Web)

Name of Applicant: Champaign County

The Applicant agrees to comply with applicable provisions of Groups 01 – 24. x

OR

The Applicant agrees to comply with applicable provisions of the Groups it has selected:

<u>Group</u>	<u>Description</u>	
01.	Required Certifications and Assurances for Each Applicant.	_____
02.	Lobbying.	_____
03.	Procurement and Procurement Systems.	_____
04.	Private Sector Protections.	_____
05.	Rolling Stock Reviews and Bus Testing.	_____
06.	Demand Responsive Service.	_____
07.	Intelligent Transportation Systems.	_____
08.	Interest and Financing Costs and Acquisition of Capital Assets by Lease.	_____
09.	Transit Asset Management Plan and Public Transportation Agency Safety Plan.	_____
10.	Alcohol and Controlled Substances Testing.	_____
11.	Fixed Guideway Capital Investment Grants Program (New Starts, Small Starts, and Core Capacity) and Capital Investment Program in Effect before MAP-21 Became Effective.	_____
12.	State of Good Repair Program.	_____
13.	Fixed Guideway Modernization Grant Program.	_____
14.	Bus and Bus Facilities Formula Grants Program and Bus and Bus-Related Equipment and Facilities Grant Program (Discretionary).	_____
15.	Urbanized Area Formula Grants Programs/ Passenger Ferry Grants Program/Job Access and Reverse Commute (JARC) Formula Grant Program.	_____
16.	Seniors/Elderly/Individuals with Disabilities Programs/New Freedom Program.	_____
17.	Rural/Other Than Urbanized Areas/Appalachian Development/Over-the-Road Bus Accessibility Programs.	_____
18.	Tribal Transit Programs (Public Transportation on Indian Reservations Programs).	_____
19.	Low or No Emission/Clean Fuels Grant Programs.	_____
20.	Paul S. Sarbanes Transit in Parks Program.	_____
21.	State Safety Oversight Grant Program.	_____
22.	Public Transportation Emergency Relief Program.	_____
23.	Expedited Project Delivery Pilot Program.	_____
24.	Infrastructure Finance Programs.	_____

FTA FISCAL YEAR 2016 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2016 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE (Required of all Applicants for FTA funding and all FTA Grantees with an active Capital or Formula Project)

AFFIRMATION OF APPLICANT

Name of the Applicant: Champaign County

Name and Relationship of the Authorized Representative: Debra Busey, County Administrator

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all Federal statutes and regulations, and follow applicable Federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in Federal Fiscal Year 2016, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Project for which it seeks now, or may later seek FTA funding during Federal Fiscal Year 2016.

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

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

Signature _____ Date: _____

Name Debra Busey, Champaign County Administrator
Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): Champaign County

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

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

Signature _____ Date: _____

Name Barbara Mann
Attorney for Applicant

Each Applicant for FTA funding and each FTA Grantee with an active Capital or Formula Project must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its signature in lieu of the Attorney's signature, provided the Applicant has on file this Affirmation, signed by the attorney and dated this Federal fiscal year.

Exhibit D

Board Resolution

WHEREAS, the provision of public transit service is essential to the people of Illinois; and

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

WHEREAS, the Downstate Public Transportation Act (30 ILCS 740/2-1 *et seq.*) ("Act") authorizes the State of Illinois, acting by and through the Illinois Department of Transportation, to provide grants and make funds available to assist in the development and operation of public transportation systems; and

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

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

Section 1. That an application be made to the Division of Public and Intermodal Transportation, Department of Transportation, State of Illinois, for a financial assistance grant under Section 5311 and the Act for fiscal year 2016, for the purpose of off-setting a portion of the Public Transportation Program operating expenses and deficits of *Champaign County*.

Section 2. That while participating in said operating assistance program, *Champaign County & CUMTD* will provide all required local matching funds. The source for federal local match will continue to be the Downstate Operating Assistance grant funding available for FY16. However, to make a good faith effort for a sustainable rural transit system with diverse local match sources, and in an effort to pull down the maximum federal and state funding and increase service to the rural Champaign County area, Champaign County staff and CUMTD staff will work together to seek a diverse mix of other local match funding sources. Champaign County staff will work with CUMTD to develop a strategy to access these other local funds. CUMTD will be responsible for providing all cost estimates associated with the development of any service contracts.

Section 3. That *County Administrator of Champaign County* is hereby authorized and directed to execute and file on behalf of *Champaign County* such application.

Section 4. That the *County Administrator* of Champaign County is authorized to furnish such additional information as may be required by the Division of Public and Intermodal Transportation and the Federal Transit Administration in connection with the aforesaid application for said grant.

Section 5. That *the County Administrator* of Champaign County is hereby authorized and directed to execute and file on behalf of *Champaign County* a Section 5311-Downstate Operating Assistance Grant Agreement ("Agreement") with the Illinois Department of Transportation and amend such Agreement, if necessary, in order to obtain grant assistance under the provisions of Section 5311 and the Act for fiscal year 2016.

Section 6. That *the County Administrator* of Champaign County is hereby authorized to provide such information and to file such documents as may be required to perform the Agreement and to receive the grant for fiscal year 2016.

PRESENTED and ADOPTED this 21st day of May, 2015

Patti Petrie
Chair, Champaign County Board

Gordy Hulten
Champaign County Clerk

Date

Exhibit E

SPECIAL SECTION 5333(b) WARRANTY FOR APPLICATION TO THE SMALL URBAN AND RURAL PROGRAM

Instructions for Completion of the
“Public Body Acceptance of the
Terms and Conditions of the Special Section 5333(B) Warranty for Application to the
Small Urban And Rural Program”

1. On the Specialty Warranty, click and type in the name of the public entity grantee in paragraph A, “General Application.”
2. Execute the Acceptance of the Special Warranty Certification on the next page. Attach the Warranty, with the name of the public entity named into paragraph A, as indicated.
3. Display copies of the signed Special Warranty: Please note that each grantee or operator must also post the Special Warranty where affected employees may see it.

Acceptance of the Special Warranty

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

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

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

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

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

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

PASSED by the Champaign County Board on the _____ day of _____, 2015.

Signature of Authorized Official

Pattsi Petrie, Chair, Champaign County Board
Title

Date

Office of Labor-Management Standards (OLMS)

SPECIAL WARRANTY ARRANGEMENT

**For Application to Other Than Urbanized and Over-the-Road Bus Accessibility Projects
PURSUANT TO SECTION 5333(b) OF TITLE 49 OF THE U.S. CODE, CHAPTER 53
January 3, 2011**

The following language shall be made part of the contract of assistance by reference in the Federal Transit Administration's Master Agreement as signed by the grantee:

The terms and conditions set forth below shall apply for the protection of the transportation-related employees in the transportation service area of the Project. As a precondition of the release of assistance by the Grantee/State Agency to any Recipient under the grant, the Grantee shall bind the Recipient to these obligations by incorporating this arrangement into the contract of assistance between the Grantee and the Recipient(s), by reference. If a Grantee fails to comply with the terms of the Warranty and fails to bind a Recipient as a precondition to the release of funds, the Grantee will be a guarantor of the required protections and the Grantee will be required to act as if it were the Recipient of funds unless and until the Grantee is able to secure the retroactive agreement of the Recipient to be bound by the terms of the Warranty.

These protective arrangements are intended for the benefit of transit employees in the service area of the project, who are considered as third-party beneficiaries to the employee protective arrangements incorporated by referenced in the grant contract between the U.S. Department of Transportation and the Grantee, and the parties to the contract so signify by executing that contract. Transit employees are also third party beneficiaries to the protective arrangements incorporated in subsequent contracts of assistance between the Grantee and any Recipient. Employees, or their representative, may assert claims with respect to the protective arrangements under this provision. This clause creates no independent cause of action against the United States Government.

The term "service area," as used herein, includes the geographic area over which the Project is operated and the area whose population is served by the Project, including adjacent areas affected by the Project. The term "Union," as used herein, shall refer to any labor organization representing employees providing public transportation services in the service area of a Project assisted under the grant. The term "employee," as used herein, shall include individuals who may or may not be represented by a Union. The term "Recipient," as used herein, shall refer to any employer(s) receiving transportation assistance under the grant. The term "Grantee," as used herein, shall refer to the applicant for assistance; a Grantee which receives assistance is also a Recipient.

Where the Department of Labor (the Department) deems it necessary to modify the requirements of this Special Warranty Arrangement so that a particular Grantee or Recipient can continue to satisfy the requirements of the statute, the Department will issue a supplementary certification letter setting forth the alternative provisions to be included in the contract of assistance between the Grantee and FTA, by reference. These terms will be made binding upon the particular Grantee or Recipient, along with these terms and conditions, for each subsequent grant of assistance until withdrawn in writing by the Department.

- (1) The Project shall be carried out in such a manner and upon such terms and conditions as will not adversely affect employees of the Recipient and of any other surface public transportation provider in the transportation service area of the Project. It shall be an obligation of the Recipient to assure that any and all transportation services assisted by the Project are contracted for and operated in such a manner that they do not impair the rights and interests of affected employees. The term "Project," as used herein, shall not be limited to the particular facility, service, or operation assisted by Federal funds, but shall include any changes, whether organizational, operational, technological, or otherwise, which are a result of the assistance provided. The phrase "as a result of the Project," shall, when used in this arrangement, include events related to the Project occurring in anticipation of, during, and subsequent to the Project and any program of efficiencies or economies related thereto; provided, however, that volume rises and falls of business, or changes in volume and character of employment brought about solely by causes other than the Project (including any economies or efficiencies unrelated to the Project) are not within the purview of this arrangement.

An employee covered by this arrangement, who is not dismissed, displaced or otherwise worsened in his/her position with regard to employment as a result of the Project, but who is dismissed, displaced or otherwise worsened solely because of the total or partial termination of the Project or exhaustion of Project funding shall not be deemed eligible for a dismissal or displacement allowance within the meaning of paragraphs (6) and (7) of this arrangement.

- (2) Where employees of a Recipient are represented for collective bargaining purposes, all Project services provided by that Recipient shall be provided under and in accordance with any collective bargaining agreement applicable to such employees which is then in effect. This Arrangement does not create any collective bargaining relationship where one does not already exist or between any Recipient and the employees of another employer. Where the Recipient has no collective bargaining relationship with the Unions representing employees in the service area, the Recipient will not take any action which impairs or interferes with the rights, privileges, and benefits and/or the preservation or continuation of the collective bargaining rights of such employees.
- (3) All rights, privileges, and benefits (including pension rights and benefits) of employees covered by this arrangement (including employees having already retired) under existing collective bargaining agreements or otherwise, or under any revision or renewal thereof, shall be preserved and continued; provided, however, that such rights, privileges and benefits which are not foreclosed from further bargaining under applicable law or contract may be modified by collective bargaining and agreement by the Recipient and the Union involved to substitute other rights, privileges and benefits. Unless otherwise provided, nothing in this arrangement shall be deemed to restrict any rights the Recipient may otherwise have to direct the working forces and manage its business as it deemed best, in accordance with the applicable collective bargaining agreement.
- (4) The collective bargaining rights of employees covered by this arrangement, including the right to arbitrate labor disputes and to maintain union security and checkoff arrangements, as provided by applicable laws, policies and/or existing collective bargaining agreements, shall be preserved and continued. Provided, however, that this provision shall not be interpreted so as to require the Recipient to retain any such rights

which exist by virtue of a collective bargaining agreement after such agreement is no longer in effect.

The Recipient agrees that it will bargain collectively with the Union or otherwise arrange for the continuation of collective bargaining, and that it will enter into agreements with the Union or arrange for such agreements to be entered into, relative to all subjects which are or may be proper subjects of collective bargaining. If, at any time, applicable law or contracts permit or grant to employees covered by this arrangement the right to utilize any economic measures, nothing in this arrangement shall be deemed to foreclose the exercise of such right.

- (5)(a) The Recipient shall provide to all affected employees sixty (60) days' notice of intended actions which may result in displacements or dismissals or rearrangements of the working forces as a result of the Project. In the case of employees represented by a Union, such notice shall be provided by certified mail through their representatives. The notice shall contain a full and adequate statement of the proposed changes, and an estimate of the number of employees affected by the intended changes, and the number and classifications of any jobs within the jurisdiction and control of the Recipient, including those in the employment of any entity bound by this arrangement pursuant to paragraph (21), available to be filled by such affected employees.
- (5)(b) The procedures of this subparagraph shall apply to cases where notices involve employees represented by a Union for collective bargaining purposes. At the request of either the Recipient or the representatives of such employees, negotiations for the purposes of reaching agreement with respect to the application of the terms and conditions of this arrangement shall commence immediately. These negotiations shall include determining the selection of forces from among the mass transportation employees who may be affected as a result of the Project, to establish which such employees shall be offered employment for which they are qualified or can be trained. If no agreement is reached within twenty (20) days from the commencement of negotiations, any party to the dispute may submit the matter to dispute settlement procedures in accordance with paragraph (15) of this arrangement. Unless the parties otherwise mutually agree in writing, no change in operations, services, facilities or equipment within the purview of this paragraph (5) shall occur until after either: 1) an agreement with respect to the application of the terms and conditions of this arrangement to the intended change(s) is reached; 2) the decision of the arbitrator has been rendered pursuant to this subparagraph (b); or 3) an arbitrator selected pursuant to Paragraph (15) of this arrangement determines that the intended change(s) may be instituted prior to the finalization of implementing arrangements.
- (5)(c) In the event of a dispute as to whether an intended change within the purview of this paragraph (5) may be instituted at the end of the 60-day notice period and before an implementing agreement is reached or a final arbitration decision is rendered pursuant to subparagraph (b), any involved party may immediately submit that issue to arbitration under paragraph (15) of this arrangement. In any such arbitration, the arbitrator shall rely upon the standards and criteria utilized by the Surface Transportation Board (and its predecessor agency, the Interstate Commerce Commission) to address the "preconsummation" issue in cases involving employee protections pursuant to 49 U.S.C. Section 11326 (or its predecessor, Section 5(2)(f)

of the Interstate Commerce Act, as amended). If the Recipient demonstrates, as a threshold matter in any such arbitration, that the intended action is a trackage rights, lease proceeding or similar transaction, and not a merger, acquisition, consolidation, or other similar transaction, the burden shall then shift to the involved labor organization(s) to prove that under the standards and criteria referenced above, the intended action should not be permitted to be instituted prior to the effective date of a negotiated or arbitrated implementing agreement. If the Recipient fails to demonstrate that the intended action is a trackage rights, lease proceeding, or similar transaction, it shall be the burden of the Recipient to prove that under the standards and criteria referenced above, the intended action should be permitted to be instituted prior to the effective date of a negotiated or arbitrated implementing agreement. For purposes of any such arbitration, the time period within which the parties are to respond to the list of potential arbitrators submitted by the American Arbitration Association Service shall be five (5) days, the notice of hearing may be given orally or by facsimile, the hearing will be held promptly, the award of the arbitrator shall be rendered promptly and, unless otherwise agreed to by the parties, no later than fourteen (14) days from the date of closing the hearings, with five (5) additional days for mailing if posthearing briefs are requested by either party. The intended change shall not be instituted during the pendency of any arbitration proceedings under this subparagraph (c).

- (5)(d) If an intended change within the purview of this paragraph (5) is instituted before an implementing agreement is reached or a final arbitration decision is rendered pursuant to subparagraph (b), all employees affected shall be kept financially whole, as if the noticed and implemented action has not taken place, from the time they are affected until the effective date of an implementing agreement or final arbitration decision. This protection shall be in addition to the protective period defined in paragraph (14) of this arrangement, which period shall begin on the effective date of the implementing agreement or final arbitration decision rendered pursuant to subparagraph (b).

An employee selecting, bidding on, or hired to fill any position established as a result of a noticed and implemented action prior to the consummation of an implementing agreement or final arbitration decision shall accumulate no benefits under this arrangement as a result thereof during that period prior to the consummation of an implementing agreement or final arbitration decision pursuant to subparagraph (b).

- (6)(a) Whenever an employee, retained in service, recalled to service, or employed by the Recipient pursuant to paragraphs (5), (7)(e), or (18) hereof is placed in a worse position with respect to compensation as a result of the Project, the employee shall be considered a "displaced employee", and shall be paid a monthly "displacement allowance" to be determined in accordance with this paragraph. Said displacement allowance shall be paid each displaced employee during the protective period so long as the employee is unable, in the exercise of his/her seniority rights, to obtain a position producing compensation equal to or exceeding the compensation the employee received in the position from which the employee was displaced, adjusted to reflect subsequent general wage adjustments, including cost of living adjustments where provided for.

- (6)(b) The displacement allowance shall be a monthly allowance determined by computing the total compensation received by the employee, including vacation allowances and monthly compensation guarantees, and his/her total time paid for during the last twelve (12) months in which the employee performed compensated service more than fifty per centum of each such months, based upon the employee's normal work schedule, immediately preceding the date of his/her displacement as a result of the Project, and by dividing separately the total compensation and the total time paid for by twelve, thereby producing the average monthly compensation and the average monthly time paid for. Such allowance shall be adjusted to reflect subsequent general wage adjustments, including cost of living adjustments where provided for. If the displaced employee's compensation in his/her current position is less in any month during his/her protective period than the aforesaid average compensation (adjusted to reflect subsequent general wage adjustments, including cost of living adjustments where provided for), the employee shall be paid the difference, less compensation for any time lost on account of voluntary absences to the extent that the employee is not available for service equivalent to his/her average monthly time, but the employee shall be compensated in addition thereto at the rate of the current position for any time worked in excess of the average monthly time paid for. If a displaced employee fails to exercise his/her seniority rights to secure another position to which the employee is entitled under the then existing collective bargaining agreement, and which carries a wage rate and compensation exceeding that of the position which the employee elects to retain, the employee shall thereafter be treated, for the purposes of this paragraph, as occupying the position the employee elects to decline.
- (6)(c) The displacement allowance shall cease prior to the expiration of the protective period in the event of the displaced employee's resignation, death, retirement, or dismissal for cause in accordance with any labor agreement applicable to his/her employment.
- (7)(a) Whenever any employee is laid off or otherwise deprived of employment as a result of the Project, in accordance with any collective bargaining agreement applicable to his/her employment, the employee shall be considered a "dismissed employee" and shall be paid a monthly dismissal allowance to be determined in accordance with this paragraph. Said dismissal allowance shall first be paid each dismissed employee on the thirtieth (30th) day following the day on which the employee is "dismissed" and shall continue during the protective period, as follow:

Employee's length of service
prior to adverse effect
1 day to 6 years
6 years or more

Period of protection
equivalent period
6 years

The monthly dismissal allowance shall be equivalent to one-twelfth (1/12th) of the total compensation received by the employee in the last twelve (12) months of his/her employment in which the employee performed compensation service more than fifty per centum of each such month based on the employee's normal work schedule to the date on which the employee was first deprived of employment as a result of the Project. Such allowance shall be adjusted to reflect subsequent general wage adjustments, including cost of living adjustments where provided for.

- (7)(b) An employee shall be regarded as deprived of employment and entitled to a dismissal allowance when the position the employee holds is abolished as a result of the Project, or when the position the employee holds is not abolished but the employee loses that position as a result of the exercise of seniority rights by an employee whose position is abolished as a result of the Project or as a result of the exercise of seniority rights by other employees brought about as a result of the Project, and the employee is unable to obtain another position, either by the exercise of the employee's seniority rights, or through the Recipient, in accordance with subparagraph (e). In the absence of proper notice followed by an agreement or decision pursuant to paragraph (5) hereof, no employee who has been deprived of employment as a result of the Project shall be required to exercise his/her seniority rights to secure another position in order to qualify for a dismissal allowance hereunder.
- (7)(c) Each employee receiving a dismissal allowance shall keep the Recipient informed as to his/her current address and the current name and address of any other person by whom the employee may be regularly employed, or if the employee is self-employed.
- (7)(d) The dismissal allowance shall be paid to the regularly assigned incumbent of the position abolished. If the position of an employee is abolished when the employee is absent from service, the employee will be entitled to the dismissal allowance when the employee is available for service. The employee temporarily filling said position at the time it was abolished will be given a dismissal allowance on the basis of that position, until the regular employee is available for service, and thereafter shall revert to the employee's previous status and will be given the protections of the agreement in said position, if any are due him/her.
- (7)(e) An employee receiving a dismissal allowance shall be subject to call to return to service by the employee's former employer; notification shall be in accordance with the terms of the then-existing collective bargaining agreement if the employee is represented by a union. Prior to such call to return to work by his/her employer, the employee may be required by the Recipient to accept reasonably comparable employment for which the employee is physically and mentally qualified, or for which the employee can become qualified after a reasonable training or retraining period, provided it does not require a change in residence or infringe upon the employment rights of other employees under then-existing collective bargaining agreements.
- (7)(f) When an employee who is receiving a dismissal allowance again commences employment in accordance with subparagraph (e) above, said allowance shall cease while the employee is so reemployed, and the period of time during which the employee is so reemployed shall be deducted from the total period for which the employee is entitled to receive a dismissal allowance. During the time of such reemployment, the employee shall be entitled to the protections of this arrangement to the extent they are applicable.
- (7)(g) The dismissal allowance of any employee who is otherwise employed shall be reduced to the extent that the employee's combined monthly earnings from such other employment or self-employment, any benefits received from any unemployment insurance law, and his/her dismissal allowance exceed the amount

upon which the employee's dismissal allowance is based. Such employee, or his/her union representative, and the Recipient shall agree upon a procedure by which the Recipient shall be kept currently informed of the earnings of such employee in employment other than with the employee's former employer, including self-employment, and the benefits received.

- (7)(h) The dismissal allowance shall cease prior to the expiration of the protective period in the event of the failure of the employee without good cause to return to service in accordance with the applicable labor agreement, or to accept employment as provided under subparagraph (e) above, or in the event of the employee's resignation, death, retirement, or dismissal for cause in accordance with any labor agreement applicable to his/her employment.
- (7)(i) A dismissed employee receiving a dismissal allowance shall actively seek and not refuse other reasonably comparable employment offered him/her for which the employee is physically and mentally qualified and does not require a change in the employee's place of residence. Failure of the dismissed employee to comply with this obligation shall be grounds for discontinuance of the employee's allowance; provided that said dismissal allowance shall not be discontinued until final determination is made either by agreement between the Recipient and the employee or his/her representative, or by final arbitration decision rendered in accordance with paragraph (15) of this arrangement that such employee did not comply with this obligation.
- (8) In determining length of service of a displaced or dismissed employee for purposes of this arrangement, such employee shall be given full service credits in accordance with the records and labor agreements applicable to him/her and the employee shall be given additional service credits for each month in which the employee receives a dismissal or displacement allowance as if the employee were continuing to perform services in his/her former position.
- (9) No employee shall be entitled to either a displacement or dismissal allowance under paragraphs (6) or (7) hereof because of the abolishment of a position to which, at some future time, the employee could have bid, been transferred, or promoted.
- (10) No employee receiving a dismissal or displacement allowance shall be deprived, during the employee's protected period, of any rights, privileges, or benefits attaching to his/her employment, including, without limitation, group life insurance, hospitalization and medical care, free transportation for the employee and the employee's family, sick leave, continued status and participation under any disability or retirement program, and such other employee benefits as Railroad Retirement, Social Security, Workmen's Compensation, and unemployment compensation, as well as any other benefits to which the employee may be entitled under the same conditions and so long as such benefits continue to be accorded to other employees of the bargaining unit, in active service or furloughed as the case may be.
- (11)(a) Any employee covered by this arrangement who is retained in the service of his/her employer, or who is later restored to service after being entitled to receive a dismissal allowance, and who is required to change the point of his/her employment in order to retain or secure active employment with the Recipient in accordance with this arrangement, and who is required to move his/her place of residence, shall be

reimbursed for all expenses of moving his/her household and other personal effects, for the traveling expenses for the employee and members of the employee's immediate family, including living expenses for the employee and the employee's immediate family, and for his/her own actual wage loss during the time necessary for such transfer and for a reasonable time thereafter, not to exceed five (5) working days. The exact extent of the responsibility of the Recipient under this paragraph, and the ways and means of transportation, shall be agreed upon in advance between the Recipient and the affected employee or the employee's representatives.

- (11)(b) If any such employee is laid off within three (3) years after changing his/her point of employment in accordance with paragraph (a) hereof, and elects to move his/her place of residence back to the original point of employment, the Recipient shall assume the expenses, losses and costs of moving to the same extent provided in subparagraph (a) of this paragraph (11) and paragraph (12)(a) hereof.
- (11)(c) No claim for reimbursement shall be paid under the provisions of this paragraph unless such claim is presented to the Recipient in writing within ninety (90) days after the date on which the expenses were incurred.
- (11)(d) Except as otherwise provided in subparagraph (b), changes in place of residence, subsequent to the initial changes as a result of the Project, which are not a result of the Project but grow out of the normal exercise of seniority rights, shall not be considered within the purview of this paragraph.
- (12)(a) The following conditions shall apply to the extent they are applicable in each instance to any employee who is retained in the service of the employer (or who is later restored to service after being entitled to receive a dismissal allowance), who is required to change the point of his/her employment as a result of the Project, and is thereby required to move his/her place of residence.

If the employee is under a contract to purchase his/her home, the Recipient shall protect the employee against loss under such contract, and in addition, shall relieve the employee from any further obligation thereunder.

If the employee holds an unexpired lease of a dwelling occupied as the employee's home, the Recipient shall protect the employee from all loss and cost in securing the cancellation of said lease.

- (12)(b) No claim for loss shall be paid under the provisions of this paragraph unless such claim is presented to the Recipient in writing within one year after the effective date of the change in residence.
- (12)(c) Should a controversy arise in respect to the value of the home, the loss sustained in its sale, the loss under a contract for purchase, loss and cost in securing termination of a lease, or any other question in connection with these matters, it shall be decided through a joint conference between the employee, or his/her union, and the Recipient. In the event they are unable to agree, the dispute or controversy may be referred by the Recipient or the union to a board of competent real estate appraisers selected in the following manner: one (1) to be selected by the representatives of the employee, and one (1) by the Recipient, and these two, if

unable to agree within thirty (30) days upon the valuation, shall endeavor by agreement with ten (10) days thereafter to select a third appraiser or to agree to a method by which a third appraiser shall be selected, and failing such agreement, either party may request the State and local Board of Real Estate Commissioners to designate within ten (10) days a third appraiser, whose designation will be binding upon the parties and whose jurisdiction shall be limited to determination of the issues raised in this paragraph only. A decision of a majority of the appraisers shall be required and said decision shall be final, binding, and conclusive. The compensation and expenses of the neutral appraiser including expenses of the appraisal board, shall be borne equally by the parties to the proceedings. All other expenses shall be paid by the party incurring them, including the compensation of the appraiser selected by such party.

- (12)(d) Except as otherwise provided in paragraph (11)(b) hereof, changes in place of residence, subsequent to the initial changes as a result of the Project, which are not a result of the Project but grow out of the normal exercise of seniority rights, shall not be considered within the purview of this paragraph.
- (12)(e) "Change in residence" means transfer to a work location which is either (A) outside a radius of twenty (20) miles of the employee's former work location and farther from the employee's residence than was his/her former work location, or (B) is more than thirty (30) normal highway route miles from the employee's residence and also farther from his/her residence than was the employee's former work location.
- (13)(a) A dismissed employee entitled to protection under this arrangement may, at the employee's option within twenty-one (21) days of his/her dismissal, resign and (in lieu of all other benefits and protections provided in this arrangement) accept a lump sum payment computed in accordance with section (9) of the Washington Job Protection Agreement of May 1936:

Length of Service					Separation Allowance		
1 year and less than 2 years					3 months' pay		
2	"	"	"	3	"	"	"
3	"	"	"	5	"	"	"
5	"	"	"	10	"	"	"
10	"	"	"	15	"	"	"
15	"	"	over		12	"	"

In the case of an employee with less than one year's service, five days' pay, computed by multiplying by 5 the normal daily earnings (including regularly scheduled overtime, but excluding other overtime payments) received by the employee in the position last occupied, for each month in which the employee performed service, will be paid as the lump sum.

Length of service shall be computed as provided in Section 7(b) of the Washington Job Protection Agreement, as follows:

For the purposes of this arrangement, the length of service of the employee shall be determined from the date the employee last acquired an employment status with the employing carrier and the employee shall be given credit for one month's service for each month in which the employee performed any service (in any capacity

whatsoever) and twelve (12) such months shall be credited as one year's service. The employment status of an employee shall not be interrupted by furlough in instances where the employee has a right to and does return to service when called. In determining length of service of an employee acting as an officer or other official representative of an employee organization, the employee will be given credit for performing service while so engaged on leave of absence from the service of a carrier.

- (13)(b) One month's pay shall be computed by multiplying by 30 the normal daily earnings (including regularly scheduled overtime, but excluding other overtime payments) received by the employee in the position last occupied prior to time of the employee's dismissal as a result of the Project.
- (14) Whenever used herein, unless the context requires otherwise, the term "protective period" means that period of time during which a displaced or dismissed employee is to be provided protection hereunder and extends from the date on which an employee is displaced or dismissed to the expiration of six (6) years therefrom, provided, however, that the protective period for any particular employee during which the employee is entitled to receive the benefits of these provisions shall not continue for a longer period following the date the employee was displaced or dismissed than the employee's length of service, as shown by the records and labor agreements applicable to his/her employment prior to the date of the employee's displacement or dismissal.
- (15)(a) In the event that employee(s) are represented by a Union, any dispute, claim, or grievance arising from or relating to the interpretation, application or enforcement of the provisions of this arrangement, not otherwise governed by paragraph 12(c), the Labor-Management Relations Act, as amended, the Railway Labor Act, as amended, or by impasse resolution provisions in a collective bargaining or protective arrangement involving the Recipient and the Union, which cannot be settled by the parties thereto within thirty (30) days after the dispute or controversy arises, may be referred by any such party to any final and binding disputes settlement procedure acceptable to the parties. In the event they cannot agree upon such procedure, the dispute, claim, or grievance may be submitted at the written request of the Recipient or the Union to final and binding arbitration. Should the parties be unable to agree upon the selection of a neutral arbitrator within ten (10) days, any party may request the American Arbitration Association to furnish, from among arbitrators who are then available to serve, five (5) arbitrators from which a neutral arbitrator shall be selected. The parties shall, within five (5) days after the receipt of such list, determine by lot the order of elimination and thereafter each shall, in that order, alternately eliminate one name until only one name remains. The remaining person on the list shall be the neutral arbitrator. Unless otherwise provided, in the case of arbitration proceedings, under paragraph (5) of this arrangement, the arbitration shall commence within fifteen (15) days after selection or appointment of the neutral arbitrator, and the decision shall be rendered within forty-five (45) days after the hearing of the dispute has been concluded and the record closed. The decision shall be final and binding. All the conditions of the arrangement shall continue to be effective during the arbitration proceedings.

- (15)(b) The compensation and expenses of the neutral arbitrator, and any other jointly incurred expenses, shall be borne equally by the Union(s) and Recipient, and all other expenses shall be paid by the party incurring them.
- (15)(c) In the event that employee(s) are not represented by a Union, any dispute, claim, or grievance arising from or relating to the interpretation, application or enforcement of the provisions of this arrangement which cannot be settled by the Recipient and the employee(s) within thirty (30) days after the dispute or controversy arises, may be referred by any such party to any final and binding dispute settlement procedure acceptable to the parties, or in the event the parties cannot agree upon such a procedure, the dispute or controversy may be referred to the Secretary of Labor for a final and binding determination.
- (15)(d) In the event of any dispute as to whether or not a particular employee was affected by the Project, it shall be the obligation of the employee or the representative of the employee to identify the Project and specify the pertinent facts of the Project relied upon. It shall then be the burden of the Recipient to prove that factors other than the Project affected the employee. The claiming employee shall prevail if it is established that the Project had an effect upon the employee even if other factors may also have affected the employee. (See Hodgson's Affidavit in Civil Action No. 825-71).
- (16) The Recipient will be financially responsible for the application of these conditions and will make the necessary arrangements so that any employee covered by this arrangement may file a written claim of its violation, through the Union, or directly if the employee is outside the bargaining unit, with the Recipient within sixty (60) days of the date the employee is terminated or laid off as a result of the Project, or within eighteen (18) months of the date the employee's position with respect to his/her employment is otherwise worsened as a result of the Project. In the latter case, if the events giving rise to the claim have occurred over an extended period, the 18-month limitation shall be measured from the last such event. No benefits shall be payable for any period prior to six (6) months from the date of the filing of any claim. Unless such claims are filed with the Recipient within said time limitations, the Recipient shall thereafter be relieved of all liabilities and obligations related to the claim.

The Recipient will fully honor the claim, making appropriate payments, or will give notice to the claimant or his/her representative of the basis for denying or modifying such claim, giving reasons therefore. If the Recipient fails to honor such claim, the Union or non-bargaining unit employee may invoke the following procedures for further joint investigation of the claim by giving notice in writing. Within ten (10) days from the receipt of such notice, the parties shall exchange such factual material as may be requested of them relevant to the disposition of the claim and shall jointly take such steps as may be necessary or desirable to obtain from any third party such additional factual materials as may be relevant. In the event the Recipient rejects the claim, the claim may be processed to arbitration as hereinabove provided by paragraph (15).

- (17) Nothing in this arrangement shall be construed as depriving any employee of any rights or benefits which such employee may have under existing employment or collective bargaining agreements or otherwise; provided that there shall be no

duplication of benefits to any employee, and, provided further, that any benefit under this arrangement shall be construed to include the conditions, responsibilities, and obligations accompanying such benefit. This arrangement shall not be deemed a waiver of any rights of any Union or of any represented employee derived from any other agreement or provision of federal, state or local law.

- (18) During the employee's protective period, a dismissed employee shall, if the employee so requests, in writing, be granted priority of employment or reemployment to fill any vacant position within the jurisdiction and control of the Recipient reasonably comparable to that which the employee held when dismissed, including those in the employment of any entity bound by this arrangement pursuant to paragraph (21) herein, for which the employee is, or by training or retraining can become, qualified; not, however, in contravention of collective bargaining agreements related thereto. In the event such employee requests such training or re-training to fill such vacant position, the Recipient shall provide for such training or re-training at no cost to the employee. The employee shall be paid the salary or hourly rate provided for in the applicable collective bargaining agreement or otherwise established in personnel policies or practices for such position, plus any displacement allowance to which the employee may be otherwise entitled. If such dismissed employee who has made such request fails, without good cause, within ten (10) days to accept an offer of a position comparable to that which the employee held when dismissed for which the employee is qualified, or for which the employee has satisfactorily completed such training, the employee shall, effective at the expiration of such ten-day period, forfeit all rights and benefits under this arrangement.

As between employees who request employment pursuant to this paragraph, the following order where applicable shall prevail in hiring such employees:

- (a) Employees in the craft or class of the vacancy shall be given priority over employees without seniority in such craft or class;
 - (b) As between employees having seniority in the craft or class of the vacancy, the senior employees, based upon their service in that craft or class, as shown on the appropriate seniority roster, shall prevail over junior employees;
 - (c) As between employees not having seniority in the craft or class of the vacancy, the senior employees, based upon their service in the crafts or classes in which they do have seniority as shown on the appropriate seniority rosters, shall prevail over junior employees.
- (19) The Recipient will post, in a prominent and accessible place, a notice stating that the Recipient has received federal assistance under the Federal Transit statute and has agreed to comply with the provisions of 49 U.S.C., Section 5333(b). This notice shall also specify the terms and conditions set forth herein for the protection of employees. The Recipient shall maintain and keep on file all relevant books and records in sufficient detail as to provide the basic information necessary to the proper application, administration, and enforcement of this arrangement and to the proper determination of any claims arising thereunder.

(20) In the event the Project is approved for assistance under the statute, the foregoing terms and conditions shall be made part of the contract of assistance between the federal government and the applicant for federal funds and between the applicant and any recipient of federal funds; provided, however, that this arrangement shall not merge into the contract of assistance, but shall be independently binding and enforceable by and upon the parties thereto, and by any covered employee or his/her representative, in accordance with its terms, nor shall any other employee protective agreement merge into this arrangement, but each shall be independently binding and enforceable by and upon the parties thereto, in accordance with its terms.

(21) This arrangement shall be binding upon the successors and assigns of the parties hereto, and no provisions, terms, or obligations herein contained shall be affected, modified, altered, or changed in any respect whatsoever by reason of the arrangements made by or for the Recipient to manage and operate the system.

Any person, enterprise, body, or agency, whether publicly - or privately-owned, which shall undertake the management, provision and/or operation of the Project services or the Recipient's transit system, or any part or portion thereof, under contractual arrangements of any form with the Recipient, its successors or assigns, shall agree to be bound by the terms of this arrangement and accept the responsibility with the Recipient for full performance of these conditions. As a condition precedent to any such contractual arrangements, the Recipient shall require such person, enterprise, body or agency to so agree.

(22) In the event of the acquisition, assisted with Federal funds, of any transportation system or services, or any part or portion thereof, the employees of the acquired entity shall be assured employment, in comparable positions, within the jurisdiction and control of the acquiring entity, including positions in the employment of any entity bound by this arrangement pursuant to paragraph (21). All persons employed under the provisions of this paragraph shall be appointed to such comparable positions without examination, other than that required by applicable federal, state or federal law or collective bargaining agreement, and shall be credited with their years of service for purposes of seniority, vacations, and pensions in accordance with the records of their former employer and/or any applicable collective bargaining agreements.

(23) The employees covered by this arrangement shall continue to receive any applicable coverage under Social Security, Railroad Retirement, Workmen's Compensation, unemployment compensation, and the like. In no event shall these benefits be worsened as a result of the Project.

(24) In the event any provision of this arrangement is held to be invalid, or otherwise unenforceable under the federal, state, or local law, in the context of a particular Project, the remaining provisions of this arrangement shall not be affected and the invalid or unenforceable provision shall be renegotiated by the Recipient and the interested Union representatives, if any, of the employees involved for purpose of adequate replacement under Section 5333(b). If such negotiation shall not result in mutually satisfactory agreement any party may invoke the jurisdiction of the Secretary of Labor to determine substitute fair and equitable employee protective arrangements for application only to the particular Project, which shall be

incorporated in this arrangement only as applied to that Project, and any other appropriate action, remedy, or relief.

- (25) If any employer of the employees covered by this arrangement shall have rearranged or adjusted its forces in anticipation of the Project, with the effect of depriving an employee of benefits to which the employee should be entitled under this arrangement, the provisions of this arrangement shall apply to such employee as of the date when the employee was so affected.

5333(b) Warranty Language Last Updated by US DOL: 9-29-14

Exhibit F

IDOT Chart of Accounts for the Section 5311 Program Revenue & Expense Account Definitions

Each revenue category is defined as follows:

401. PASSENGER FARES FOR DIRECTLY-OPERATED TRANSIT SERVICE

- 401.01 Full Adult Fares:** revenues earned by transporting passengers for the full adult fare
- 401.02 Senior Citizen Fares:** revenues earned by transporting passengers who pay a special, reduced fare because they are older than a prescribed age limit.
- 401.03 Student Fares:** revenues earned by transporting passengers who pay a special, reduced fare because they are enrolled in an educational institution.
- 401.04 Child Fares:** revenues earned from carrying passengers who pay a special, reduced fare because they are younger than a prescribed age limit.
- 401.05 Disabled Rider Fares:** revenues earned from carrying passengers who pay a special, reduced fare because they are persons with disabilities.
- 401.06 Park and Ride - parking revenue only:** revenues earned from parking fees paid by passengers who drive to "park and ride" parking lots operated by the transit company to utilize transit service. Revenues earned from the operation of parking lots which are not normally "park and ride" locations is reported in parking lot funds.
- 401.90 Special Ride Fares:** revenues earned from carrying passengers who pay a special, reduced fare for a reason other than those specified above.
- 401.99 Other Primary Fares:** revenues earned from carrying passengers who pay a special, reduced fare for some reason other than those specified above.

402. SPECIAL TRANSIT FARES

- 402.01 Contract Fares for Postal Workers:** revenues earned by providing rides for postal workers with periodic contractual payments (rather than fare box collections) made directly by the U.S. Postal Service to the transit agency.
- 402.02 Contract Fares for Police Officers:** revenues earned by providing rides for police officers with periodic contractual payments (rather than fare box collections) made directly by the police authority to the transit agency.
- 402.03 Special Route Guarantees:** the amounts paid by organizations (e.g., industrial firms, shopping centers, public and private universities) to guarantee a minimum amount of funds on a line operated especially for the benefit of the payer.
- 402.04 State and Local Government:** revenues earned under contractual arrangements with state or local governments for transit fares other than those arrangements specified above.
- 402.05 Other Special Contract Transit Fares - Other Sources:** revenues earned under contractual arrangements with non-government entities for transit fares other than those arrangements specified in the above categories.
- 402.06 Non-Contract Special Service Fares:** revenues earned by providing special service rides (e.g., sporting events, sightseeing, special tours) where fares are not guaranteed on a contractual basis.

- 403. SCHOOL BUS SERVICE REVENUES:** This category includes revenues earned from operating vehicles under school bus contracts. It is the amounts paid by schools for the operation of buses exclusively to carry children to and from school.
- 404. FREIGHT TARIFFS:** This category includes revenues earned from carrying freight on runs whose primary purpose is passenger operations. These are the revenues earned from carrying all types of freight on passenger runs.
- 405. CHARTER SERVICE REVENUES:** This category includes revenues earned from operating vehicles under charter contracts. These are the revenues earned under charter service contracts.

406. AUXILIARY TRANSPORTATION REVENUES

- 406.01 Station Concessions:** revenues earned from granting operating rights businesses (e.g., concessionaires, newsstands, candy counters) on property maintained by the transit agency.
- 406.02 Vehicle Concessions:** revenues earned from granting rights to concessionaires (e.g., food and beverage services) on the transit agency's vehicles.
- 406.03 Advertising Services:** revenues earned from displaying advertising materials on transit system vehicles and property. The amounts recorded herein should be net of any fees paid to advertising agencies who place the advertisement with the transit agency.
- 406.04 Automotive Vehicle Ferriage:** revenues earned from transporting vehicles in ferryboat transit service.
- 406.99 Other Auxiliary Transportation Revenues:** revenues earned from auxiliary operations other than those specified above.

407. NON-TRANSPORTATION REVENUES

- 407.01 Sales of Maintenance Services:** revenues earned from performing maintenance services on property not owned or used by the transit agency.
- 407.02 Rental of Revenue Vehicles:** revenues earned from leasing transit agency revenue vehicles to some other operator.
- 407.03 Rental of Buildings and Other Property:** revenues earned from leasing transit system buildings (other than station concessions) and property (other than revenue vehicles) to other organizations.
- 407.04 Investment Income:** revenues earned from investing in marketable securities. This category should not include earnings on capital grant funds advanced by the grantor; such earnings are to be credited to the same account as the capital grant itself.
- 407.05 Parking Facilities Revenue:** revenues earned from parking fees generated from parking facilities not normally used as "park and ride" locations. Revenues earned from operating "park and ride" facilities is reported in the category for "Park and Ride - Parking Revenue Only."

- 407.99 Other Non-Transportation Revenues:** revenues earned from nontransportation activities other than investment income:

408. TAXES LEVIED DIRECTLY BY THE TRANSIT SYSTEM - FUNDS DEDICATED TO TRANSIT AT THEIR SOURCE

- 408.01 Property Taxes:** revenues earned by taxing the property within the political subdivision constituting the transit agency.
- 408.02 Sales Taxes:** revenues earned by taxing sales of goods and/or services that occur within the political subdivision constituting the transit agency.
- 408.03 Income Taxes:** revenues earned by taxing the income of persons and/or organizations located within the political subdivision constituting the transit agency.
- 408.04 Payroll Tax Revenue:** revenues earned by taxing the payrolls of employers for all work performed within the political subdivision constituting the transit agency.
- 408.05 Utility Tax Revenue:** revenues earned by taxing the consumption of utilities (e.g., water and sewer, gas, electric, telephone) within the political subdivision constituting the transit agency.
- Gasoline Taxes:** revenues earned by taxing gasoline.
- 408.99 Other Taxes:** revenues earned by taxation on some basis other than those specified in the above categories when the taxing authority is the transit agency.

409. LOCAL CASH GRANTS AND REIMBURSEMENTS

- 409.01 General Operating Assistance:** the receipt or accrual of local government payments to help cover the operating costs of providing transit services. This category covers general operating assistance, not that based on special fares or certain expense items as described in the following categories. It includes "purchase of service" payments from local government units.
- 409.02 Special Demonstration Project Assistance - Local Projects:** the receipt or accrual of local government payments to help cover the operating costs for special demonstration projects which are fully funded at the local level.
- 409.03 Special Demonstration Project Assistance - Local Share for State Projects:** the receipt or accrual of local government payments to help cover the operating costs for special demonstration projects which are partially funded at the state level.
- 409.04 Special Demonstration Project Assistance - Local Share for FTA Projects:** the receipt or accrual of local government payments to help cover the operating costs for special demonstration projects which are partially funded by FTA.
- 409.05 Reimbursement of Taxes Paid:** the receipt or accrual of local government payments to help cover the cost of taxes incurred by the transit agency.
- 409.06 Reimbursement of Interest Paid:** the receipt or accrual of local government payments to help cover the cost of interest on funds borrowed by the transit agency.

- 409.07 Reimbursement of Transit System Maintenance Costs:** the receipt or accrual of local government payments to help cover the costs of maintaining the transit agency's rolling stock, buildings, grounds, and equipment.
- 409.08 Reimbursement of Snow Removal Costs:** the receipt or accrual of local government payments to help cover the cost of removing snow from the transit agency's property and/or transit right-of-way.
- 409.09 Reimbursement of Security Costs:** the receipt or accrual of local government payments to help cover the cost of providing security on the transit agency's property and on operating revenue vehicles.
- 409.99 Other Financial Assistance:** the receipt or accrual of local government payments to help cover the costs of operating transit service not included in the above categories.

410. LOCAL SPECIAL FARE ASSISTANCE

- 410.01 Disabled Rider Fare Assistance:** the receipt or accrual of local government payments to help cover the difference between full adult fares and fares received from persons with disabilities.
- 410.02 Senior Citizen Fare Assistance:** the receipt or accrual of local government payments to help cover the difference between full adult fares and special senior citizen fares.
- 410.03 Student Fare Assistance:** the receipt or accrual of local government payments to help cover the difference between full adult fares and special student fares.
- 410.99 Other Special Fare Assistance:** the receipt or accrual of local government payments to help cover the difference between full adult fares and special reduced fares other than for disabled riders, senior citizens and students.

411. STATE CASH GRANTS AND REIMBURSEMENTS

- 411.01 Operating Assistance:** the receipt or accrual of state government payments to help cover the operating costs of providing transit services. This category covers general operating assistance, not that based on special fares or certain expense items as described in the following categories. It includes "purchase of service" payments from state government units.
- 411.03 Special Demonstration Project Assistance - State Projects:** receipt or accrual of state government payments to help cover the operating costs of special demonstration projects that are fully funded at the state or local level.
- 411.04 Special Demonstration Project Assistance - State Share for FTA Projects:** the receipt or accrual of state government payments to help cover the operating costs for special demonstration projects which are partially funded by FTA.
- 411.05 Reimbursement of Taxes Paid:** the receipt or accrual of state government payments to help cover the cost of taxes incurred by the transit agency.
- 411.06 Reimbursement of Interest Paid:** the receipt or accrual of state government payments to help cover the cost of interest on funds borrowed by the transit agency.

- 411.07 Reimbursement of Transit System Maintenance Costs:** the receipt or accrual of state government payments to help cover the costs of maintaining the transit agency's rolling stock, buildings, grounds, and equipment.
- 411.09 Reimbursement of Security Costs:** the receipt or accrual of state government payments to help cover the cost of providing security on transit system property and on operating revenue vehicles.
- 411.99 Other Financial Assistance:** the receipt or accrual of state government payments to help cover the costs of operating transit service not included in the above categories.

412. STATE SPECIAL FARE ASSISTANCE

- 412.01 Disabled Rider Fare Assistance:** the receipt or accrual of state government payments to help cover the difference between full adult fares and fares received from persons with disabilities.
- 412.0 Senior Citizen Fare Assistance:** the receipt or accrual of state government payments to help cover the difference between full adult fares and special senior citizen fares.
- 412.03 Student Fare Assistance:** the receipt or accrual of state government payments to help cover the difference between full adult fares and special student fares.
- 412.99 Other Special Fare Assistance:** the receipt or accrual of state government payments to help cover the difference between full adult fares and special reduced fares other than for disabled riders, senior citizens and students.

413. FEDERAL CASH GRANTS AND REIMBURSEMENTS

- 413.04 Special Demonstration Project Assistance:** the receipt or accrual of Federal government payments to help cover the operating costs for special demonstration projects.
- 413.99 Other Financial Assistance:** the receipt or accrual of Federal government payments to help cover the costs of operating transit service not included above.

414. REVENUE ACCRUED THROUGH A PURCHASED TRANSPORTATION AGREEMENT

Funds obtained from the revenue accrued by the transit agency as a seller of transportation services through purchased transportation agreements. These are the contract funds earned (payments and accruals) by a reporter under contract to another reporter or public agency.

415. FARE REVENUE RETURNED BY SELLER:

This category covers funds obtained from the revenues returned by sellers (providers) to the reporter through purchase transportation agreements.

416. FARE REVENUE RETAINED BY SELLER:

This category covers revenue retained by sellers (providers) through purchase transportation agreements.

430. CONTRIBUTED SERVICES

430.01 State and Local Government: the value of services provided by state and/or local government units at no cost to the transit agency.

430.02 Contra Account for Expense: the value of services provided to the transit agency by another entity where such services benefit transit operations and the transit operator is under no obligation to pay for the services. The amount debited to this account should be equal to the amount of contributed services.

440. SUBSIDY FROM OTHER SECTORS OF OPERATIONS

440.01 Subsidy from Utility Rates: the receipt or accrual of funds to help cover the cost of transit operations provided by funds from another sector of operations of a utility company that operates the transit agency.

440.02 Subsidy from Bridge and Tunnel Tolls: the receipt or accrual of funds to cover the cost of transit operations provided by funds from tolls collected on bridges and/or tunnels owned and operated by the same entity that operates the transit agency.

440.99 Other Subsidies: the receipt or accrual of funds to help cover the cost of transit operations from sources other than those described above and provided by the same entity that operates the transit agency.

EXPENSES

501. LABOR

501.01 Operators' Salaries and Wages: The documented labor of employees of the transit system who are classified as revenue vehicle operators or crew workers.

501.02 Training Salaries and Wages: The documented labor of employees of the transit system who are on temporary probation status while undergoing training

for an administrative, operating, or maintenance position with the transit system. Successful completion of the training is prerequisite to

- 501.03 Dispatchers' Salaries and Wages:** The documented labor of employees of the transit system who are classified as vehicle dispatchers.
- 501.04 Administrative Salaries and Wages:** The documented labor of employees of the transit system who are classified as administrative (e.g. managers, bookkeeper).
- 501.99 Other Salaries and Wages:**

502. FRINGE BENEFITS

- 502.01 Fringe Benefits – FICA:** Payments or accruals to the federal social security or railroad retirement fund required to be made by the employer on behalf of the employee.
- 502.02 Fringe Benefits- Pension Plans (including long-term disability insurance):** Payments or accruals to pension funds required to be made by the employer on behalf of the employee under the terms of pension plans.
- 502.03 Fringe Benefits - Hospital, Medical and Surgical Plans:** Payments or accruals to insurance companies required to be made by the employer on behalf of the employee under the terms of group health insurance plans.
- 502.04 Fringe Benefits - Dental Plans:** Payments or accruals to insurance companies required to be made by the employer on behalf of the employee under the terms of group dental insurance plans.
- 502.05 Fringe Benefits - Life Insurance Plans:** Payments or accruals to insurance companies required to be made by the employer on behalf of the employee under terms of group or individual life insurance policies wherein the employee is the beneficiary.
- 502.06 Fringe Benefits - Short Term Disability Insurance Plans:** Payments or accruals to insurance companies required to be made by the employer on behalf of the employee under terms of group short term disability insurance plans.
- 502.07 Fringe Benefits -Unemployment Insurance:** Payments or accruals to state and federal agencies required to be made by the employer on behalf of the employee to provide continued compensation for the employee for a period of time in the event the employee is laid off.
- 502.08 Fringe Benefits - Worker's Compensation Insurance of Federal Employee's Liability Act Contribution:** Payments or accruals to insurance companies to indemnify the transit system against statutory damages arising from injuries or death to employees while in the employ of the transit system; or payments or accruals to or for employees for uninsured losses for statutory damages arising from injuries or death to employees while in the employ of the transit system.
- 502.09 Fringe Benefits - Sick Leave:** Payments or accruals to employees for periods of time when absent from work due to personal or family illness.

- 502.10 Fringe Benefits – Holiday:** Payments or accruals to employees for periods of time when absent from work due to recognized holidays
- 502.11 Fringe Benefits – Vacation:** Payments or accruals to employees for periods of time when absent from work due to vacation earned and taken. Payments or accruals to employees for vacation time earned, but paid off rather than taken.
- 502.12 Fringe Benefits - Other Paid Absence:** Payments or accruals to employees for periods of time when absent from -work due to military duty, jury duty, death in the family, etc.
- 502.13 Fringe Benefits - Uniform and Work Clothing Allowances:** Payments or accruals to employees to offset the cost of uniforms or work clothing the employee must wear when engaged in his/her occupation. The cost of uniforms and work clothing provided to employees for their wear while engaged in their occupation.
- 502.99 Fringe Benefits – Other:** Other payments or accruals to or on behalf of an employee arising from employment, but not from the performance of a piece of work and not fitting any of the other fringe benefits categories, items 502.01 through 502.13.

503. SERVICES

- 503.01 Management Services Fees:** The labor and services provided by a management service company (MSC) engaged to provide operating management to the transit system. This category covers both the continuing labor and services of MSC personnel devoted full. Time to the transit system and the occasional consulting and special purpose studies provided by MSC. .
- 503.02 Advertising Services Fees:** The labor and materials provided by an advertising agency in the development and production of advertising campaigns. Advertising media fees, regardless of whether they are paid to the advertising agency or direct to the media, are included in object class 509.08.
- 503.03 Professional and Technical Services:** The labor and services provided by attorneys, accountants and auditors, investment bankers, computer service companies, engineering firms, management consultants, transit industry consultants, medical facilities for required testing, etc. These services generally require specialized technical knowledge and are usually performed under the supervision of the outside organization, rather than transit system personnel.
- 503.04 Temporary Service Helps:** The labor of persons who are not employees of the transit system, but who work for a temporary period in the capacity of a transit system employee under the supervision of transit system personnel. These people are normally obtained to perform general clerical duties (employment services, etc.).
- 503.05 Contract Maintenance Services:** The maintenance of the plant and equipment under contract or on a single job basis with an outside organization. This category is differentiated from "Professional and Technical Services," 503.03, in that the services offered are basically of a repair or maintenance nature, such as for an oil change or for an administrative -office machine maintenance contract. It

is also differentiated from "Custodial Services," 503.06, which deals exclusively with janitorial labor.

- 503.06 Custodial Services:** The performance of janitorial services, under contract or on a single job basis with an outside organization.
- 503.07 Security Services:** The patrolling of vehicles, stations, yards and buildings to detect and prevent criminal activity, fires, unsafe conditions, etc., such patrolling being performed by an outside security agency rather than by transit system employees.
- 503.99 Other Services:** For purposes of the standard reporting form, include in "Other Services" all costs for services except for advertising fees.

504. MATERIALS AND SUPPLIES CONSUMED

- 504.01 Fuel and Lubricants Consumed:** Costs of gasoline, diesel fuel, propane, lubricating oil, transmission fluid, grease, etc., for use in vehicles.
- 504.02 Tires and Tubes Consumed:** Lease payments for tires and tubes rented on a time period or mileage basis. Cost of tires and tubes purchased for replacement of tires and tubes on vehicles. Cost for tire repair is included in object class 503.05.
- 504.03 Inventory Purchases:** Items purchased to establish bench stock e.g., vehicle maintenance parts, cleaning supplies, office forms, etc.
- 504.99 Other Materials and Supplies Consumed:** Cost of materials and supplies not specifically identified in old classes 504.01 and 504.03 purchased for immediate consumption, such as vehicle maintenance parts, cleaning supplies and eligible office materials.

505. UTILITIES

- 505.01 Utilities Propulsion Power:** The electrical power purchased from an outside utility company and used for propelling electrically driven vehicles.
- 505.02 Utilities-Telephone:** Telephone service purchased from the telephone company, including long distance and leased lines. Does not include yellow pages advertising.
- 505.99 Utilities – Other:** The electrical power purchased from an outside utility company and used for all purposes, except telephone and propelling electrically driven vehicles.

506. CASUALTY AND LIABILITY COSTS

- 506.01 Premiums for Physical Damage Insurance:** Premiums applicable to an accounting period to insure the transit system from losses through damage to its own property caused by collision, fire, theft, flood, earthquake, etc.
- 506.03 Premiums for Public Liability and Property Damage Insurance:** Premiums applicable to an accounting period to insure the transit system against loss from liability for its acts which cause damage to the person or property of others.
- 506.04 Payouts for Uninsured Public Liability and Property Damage Settlements:** Payments or accruals of actual liability to others arising from culpable acts of the transit system and which are not covered by public liability insurance.
- 506.05 Provisions for Uninsured Public Liability and Property Damage Settlements:** Periodic estimates of liability to others arising from culpable acts of the transit system that relate to the current or a prior reporting period and which are not covered by public liability insurance. This object class also includes lump sum payments not covered by public liability insurance.
- 506.06 Recoveries of Public Liability and Property Damage Settlements:** Payments or accruals of actual liability to others arising from culpable acts of the transit system and which are covered by public liability insurance.
- 506.08 Premiums for Other Corporate Insurance:** Premiums applicable to an accounting period to insure the transit system from losses other than through damage to its property or liability for its culpable acts, e.g., fidelity bonds, business records insurance, etc.
- 506.99 Other Insurance:** All costs for insurance not properly classified in categories 506.01 through 506.08.

507. TAXES

- 507.01 Federal Income Tax:** The tax levied by the federal government against the transit system based on the net income of the transit system.
- 507.02 State Income Tax:** The tax levied by the state government against the transit system based on the net income of the transit system.
- 507.03 Property Tax:** The tax levied by the state and/or local government against the transit system based on a valuation of the property owned by the transit system.
- 507.04 Vehicle Licensing and Registration Fees:** The fees assessed by federal, state and local governments for granting authority to operate a motor vehicle.
- 507.05 Fuel and Lubricant Taxes:** Sales and excise taxes incurred on purchase of fuel and lubricants.
- 507.06 Electric Power Taxes:** Utility taxes incurred on purchases of electric power used for propelling electrically driven vehicles.
- 507 99 Other Taxes:** Taxes levied by federal, state and local governments against the transit system and not properly classifiable in categories 507.01 through 507.06.

508. PURCHASED TRANSPORTATION SERVICE

Purchase of transportation services from a publicly owned transportation provider or a privately owned transportation provider. This category also includes user-side subsidies, a purchase of service contract in which the passenger (user) pays for a portion of the full fares. Purchased transportation includes the reimbursements to volunteers for mileage on personal vehicles for public transportation if used to transport passengers.

509. MISCELLANEOUS EXPENSES

- 509.01 Dues and Subscriptions:** Fees for membership in industry organizations subscriptions to eligible periodical publications.
- 509.02 Travel and Meetings:** Fares and allowances for transportation of transit system employees and related officials of airplanes, trains, etc. Expenses for food and lodging charges for participation in industry conferences other related business meeting expenses
- 509.03 Bridge, Tunnel and Highway Tolls:** Payments made to authorities and other organizations for the use of bridges, tunnels, highways and other similar facilities.
- 509.05 Charitable Donations:** These expenses are ineligible.
- 509.06 Fines and Penalties:** Payments made to cover the cost of fines and penalties incurred by the transit system. Finance charges incurred by the transit system for non-payment of bills are ineligible expenses. Costs of fines and penalties resulting from violations of, or failure of the organization to comply with Federal, State, and local laws and regulations are unallowable.
- 509.07 Bad Debt Expenses:** Amounts owed to the transit system which have been determined to be uncollectible.
- 509.08 Advertising/Promotion Media:** Advertising media fees and expenses, regardless of whether they are paid to an advertising agency or direct to the media. The labor and materials provided by an advertising agency in the development and production of advertising campaigns is included in object class 503.02.

511. INTEREST EXPENSE

- 511.01 Interest on Long Term Debt Obligations:** Charges for the use of borrowed capital on a long-term basis (the liability for which is usually represented by debt instruments) employed in the operation of the transit system. Interest charges pertaining to construction debt which are capitalized will not be reflected as interest expense. This is an obligation that lasts longer than one year.
- 511.02 Interest on Short Term Debt Obligations – Allowable:** Charges for the use of borrowed capital on a short-term basis used in the operation of the transit system. This is an obligation that is for less than one year and is federally allowable.

511.03 Interest on Short Term Debt Obligations: Unallowable.

512. LEASES AND RENTALS

512.01 Leases and Rentals - Transit Way and Transit Way Structures and Equipment: Leases and rentals of the physical facilities of the types listed below that are located along the routes where transit services are offered:

- land
- roadway structures, i.e., tunnels, bridges, elevated structures, etc
- guideways, i.e., track and roadbed

512.02 Leases and Rentals - Passenger Stations: Leases and rentals of the physical facilities of the types listed below that are used for passenger stations and terminals:

- land
- building and structures
- office equipment, such as cash registers
- other equipment
- furnishings, equipment other than office equipment
- passenger shelters without attendants

512.03 Leases and Rentals - Passenger Parking Facilities: Leases and rentals of the physical facilities of the types listed below that are used to provide parking space for the automobiles of transit patrons:

- land
- building and structures, including paved surfaces
- office equipment, such as cash registers
- other equipment, such as automatic entry and exit control gates
- furnishings, such as those for a parking fee collection booth

512.04 Lease and Rentals - Passenger Revenue Vehicles: Leases and rentals of rolling stock used exclusively or predominately for providing passenger transit services.

512.05 Leases and Rentals - Service Vehicles: Leases and rentals of rolling stock used for purposes other than providing passenger transit services.

512.06 Leases and Rentals - Operating Yards or Stations: Leases and rentals of the physical facilities of the below listed types that are used for storing revenue vehicles and for dispatching trains/runs for revenue service:

- land
- buildings and structures
- office equipment
- equipment other than office equipment
- furnishings

- 512.07 Leases and Rentals – Maintenance Facilities:** Leases and rentals of the physical facilities of the below listed types that are used as maintenance facilities for revenue vehicles:
- land
 - buildings and structures
 - office equipment
 - equipment other than office equipment
 - furnishings
- 512.08 Leases and Rentals - Power Generation and Distribution Facilities:** Leases and rentals of the physical facilities of the types listed below that are used in the generation and distribution of power:
- land, if used only for power generation and distribution
 - buildings, if used only for power generation and distribution
 - office equipment
 - power generation and distribution equipment
 - furnishings
- 512.09 Leases and Rentals - Revenue Vehicle Movement Control Facilities:** Leases and rentals of the physical facilities of the types listed below that are used to control the movement of revenue vehicles:
- land, if a building devoted exclusively to revenue vehicle movement control is situated thereon
 - buildings, if devoted exclusively to revenue vehicle movement control
 - office equipment
 - other equipment, such as communication equipment, traffic control computers, etc.
 - furnishings
- 512.10 Leases and Rentals - Data Processing Facilities:** Leases and rentals of the physical facilities of the types listed below that are used for performing data processing services:
- land, if a building devoted exclusively to data processing services is situated thereon
 - buildings, if devoted exclusively to data processing services office equipment
 - office equipment
 - other equipment, particularly main frame and
 - auxiliary computer equipment .
 - furnishings
- 512.11 Leases and Rentals - Revenue Collection and Processing Facilities:** Leases and rentals of the physical facilities of the types listed below that are used for collecting, counting, storing and transporting revenue collections:
- land, if a building devoted exclusively to revenue collections and processing is situated thereon
 - building, if devoted exclusively to revenue collection and processing
 - office equipment
 - other equipment, including fareboxes, vaults, money counting and wrapping machines, etc.
 - furnishings

- 512.12 Leases and Rentals - Other General Administration Facilities:** Leases and rentals of the physical facilities of the types listed below that are used for performing the general administrative functions of the transit system:
- land
 - building
 - office equipment
 - equipment other than office equipment

513. DEPRECIATION AND AMORTIZATION

- 513.01 Depreciation – Transit Way and Transit Way Structures and Equipment:** Depreciation of the physical facilities of the types listed below that are located along fixed routes; where transit services are offered:
- roadway structures, i.e., tunnels, bridges, elevated-structures, etc
 - guideways, i.e., track and roadbed
- 513.02 Depreciation - Passenger Stations:** Depreciation of the physical facilities of the types listed below that are used for passenger stations and terminals:
- buildings and structures
 - office equipment
 - equipment other than office equipment
 - furnishings
 - passenger shelters without attendants
- 513.03 Depreciation -Passenger Parking Facilities:** Depreciation of the physical facilities of the types listed below that are used to provide parking space for the automobiles of transit patrons:
- buildings and structures, including paved surfaces
 - office equipment, such as cash registers
 - other equipment, such as automatic entry and exit control gates
 - furnishings, such as those for a parking fee collection booth
- 513.04 Depreciation - Passenger Revenue Vehicle:** Depreciation of rolling stock used exclusively or predominantly for providing passenger transit services.
- 513.05 Depreciation • Service Vehicles:** Depreciation of rolling stock used for purposes other than providing passenger transit services.
- 513.06 Depreciation - Operating Yards or Stations:** Depreciation of the physical facilities of the types listed below that are used for storing revenue vehicles and for dispatching trains/runs for revenue service:
- buildings and structures
 - office equipment
 - equipment other than office equipment
 - furnishings
- 513.07 Depreciation - Engine Houses, Car Shops and Garages:** Depreciation of the physical facilities of the types listed below that are used as maintenance facilities for revenue vehicles:
- buildings and structures
 - office equipment
 - equipment other than office equipment

- furnishings
- 513.08 Depreciation - Power Generation and Distribution Facilities:** Depreciation of the physical facilities of the types listed below that are used in the generation and distributions of power:
- buildings and structures
 - office equipment
 - equipment other than office equipment
 - furnishings
- 513.09 Depreciation - Revenue Vehicle Movement Control Facilities:** Depreciation of the physical facilities of the types listed below that are used to control the movement of revenue vehicles:
- buildings, if devoted exclusively to revenue vehicle movement control
 - office equipment
 - other equipment, such as communication equipment, traffic control computers, etc.
- 513.10 Depreciation - Data Processing Facilities:** Depreciation of the physical facilities of the types listed below that are used for performing data processing services:
- buildings, if devoted exclusively to data processing service office equipment
 - other equipment, particularly main frame and auxiliary computer equipment
 - furnishings
- 513.11 Depreciation - Revenue Collection and Processing Facilities:** Depreciation of the physical facilities of the types listed below that are used for collecting, ' , storing and transporting revenue collections:
- build if deed exclusively to revenue collection and processing
 - office equipment
 - other equipment, including fareboxes, vaults, money counting and wrapping machines, etc.
 - furnishings.
- 513.12 Depreciation -Other General Administration Facilities:** Depreciation of the physical facilities of the types listed below that are used for performing the general administrative functions of the transit system:
- buildings
 - office equipment
 - equipment other than office equipment
 - furnishings
- 513.13 Amortization of Intangibles:** Amortization of the following types of intangible costs of the transit system:
- organization costs.
 - franchises
 - patents
 - goodwill
 - other intangible assets

530. CONTRIBUTED SERVICES -ALLOWABLE EXPENSES

INELIGIBLE EXPENSES

All expenses under this category are ineligible for reimbursement under Federal grant awards. Consult OMB Circular A-133 (Formerly A-87 or A-122) for items that are ineligible.

Exhibit G

Applicant's Certification of Intent

Applicant's Certification Of Intent

Applicant: Champaign County

Address: 1776 East Washington Street

Urbana, IL 61802

Debra Busey
Contact Person

County Administrator
Title

217-384-3776
Telephone

217-328-2426
Fax Number

DBusey@co.champaign.il.us
E-Mail Address

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

Officer or Official of Applicant

Signature

County Administrator
Officer or Official Title

Date

Exhibit H

Sample Ordinance

Sample Ordinance

ORDINANCE NUMBER _____
AN ORDINANCE TO PROVIDE FOR PUBLIC TRANSPORTATION
IN *Champaign* COUNTY, ILLINOIS

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

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

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

NOW, THEREFORE, BE IT ORDAINED by the Chair of the County Board of *Champaign* County that:

Section 1. *Champaign* County shall hereby provide public transportation within the *Champaign* County limits.

Section 2. The County Clerk of the County of *Champaign* shall file a certified copy of this Ordinance, within sixty days after passage of this ordinance.

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

Section 4. That *The Managing Director* of the *Champaign Urbana Mass Transit District* is hereby authorized and directed to execute and file on behalf of *Champaign* County a Grant Application to the Illinois Department of Transportation.

Section 5. That *The Managing Director* of the *Champaign Urbana Mass Transit District* is hereby authorized and directed to execute and file on behalf of the *County of Champaign* all required Grant Agreements with the Illinois Department of Transportation.

PASSED by the Chair of the Board of *Champaign* County on the 21st day of May, 2015, and deposited and filed in the office of the County Clerk of said County on that date.

Elected Board Members _____

PRESENT _____

AYE _____

NAY _____

Clerk of *Champaign* County, Illinois

APPROVED by the Chair of the *Champaign* County Board, this 21st day of May, 2015.

Chair of *Champaign* County, Illinois

Exhibit I

Non-Vehicle Capital Asset Inventory

***Note: Electronic Version of this Form is Available in
Microsoft Excel format in the attached file:***

EXHIBIT I
COMBINED SECTION 5311 / DOAP
NON-VEHICLE CAPITAL ASSET INVENTORY

Revised 2-04-16

EXHIBIT 1 (6311) / OF-5F (DOA)

Exhibit J

Vehicle Asset Inventory

***Note: Electronic Version of this Form is Available in
Microsoft Excel format in the attached file:***

[illegible]

Exhibit K

Year End NTD Operating Data Report for FY2016

Year End NTD Operating Data Report for FY2016

Deadline August 1, 2016

NOTE: Section 5311 Data Only

Do Not Include 5316 (JARC) or 5317 (New Freedom)

Provider Information

Provider name	
Provider acronym	
Mailing address line 1	
Mailing address line 2	
City	
State	
Zip Code	
County	
Contact Person	
Phone	

Type of Service Operated (check all that apply)

Fixed route	<input type="checkbox"/>
Deviated fixed route	<input type="checkbox"/>
Demand Response	<input type="checkbox"/>
Subscription	<input type="checkbox"/>
Vanpool	<input type="checkbox"/>
Other	<input type="checkbox"/>

Service Area

Municipal	<input type="checkbox"/>
County	<input type="checkbox"/>
Multi-County	<input type="checkbox"/>

Vehicles

Number active vehicles in fleet	
Number ADA accessible vehicles in fleet	

NOTE: LIST EACH VEHICLE SEPARATELY.

If your agency has 5 or less vehicles, you can list the vehicles on the attached page.

If your agency has 6 or more vehicles, you can attach a copy of your **Exhibit J** from your most recent **SECTION 5311 NON METRO PUBLIC TRANSPORTATION OPERATING ASSISTANCE APPLICATION**. However, the **Exhibit J** must be modified by your agency to include the following 3 elements: (1) Vehicle Length; (2) Seating Capacity; (3) Year of Purchase/Date in Service. The FTA requires the Department to report on this information for the National Transit Database.

Grantee Name: _____

Year End NTD Operating Data Report

	Vehicle Type	Bus Fleet No.	Vehicle Length	Seating Capacity	Year Manufctrd
1.					
2.					
3.					
4.					
5.					

Annual Operating and Administrative Expenses

\$ _____

Operating Revenue

Fare revenue	\$
Contract revenue	\$
Federal operating assistance (5311)	\$
State operating assistance (DOAP)	\$
Local operating assistance	\$
Total Annual Operating Revenues	\$

Annual Capital Costs (Vehicles, Maintenance Facilities, Equipment)

\$ _____

Sources of Capital Funds (5311, ARRA, 5309, Local, etc.)

Federal capital assistance	\$
State capital assistance	\$
Local capital assistance	\$
Total Capital Funds	\$

Service Data

Annual vehicle miles (excluding deadhead)	
Annual vehicle hours (excluding deadhead)	
Annual passenger trips	

Volunteer Resources (check all that apply)

Volunteer drivers	<input type="checkbox"/>	Describe	
Personal vehicle in service	<input type="checkbox"/>	Describe	

Grantee Name: _____

Year End NTD Operating Data Report

Safety

Fatalities	
Major incidents	
Injuries	

NOTE: A reportable incident is any occurrence that results in one or more of the following;

- One or more fatalities
- One or more injuries resulting in immediate medical transit away from the scene
- Total property damage in excess of \$25,000

Exhibit L

**FY2016 Local Match Survey (Electronic versions – see separate file.
This is form for future use and is due on 08/01/2016)**

Exhibit M

FY2016 5311 Pay Request.

This form is for future use and cannot be processed until the grantee's contract has been both fully executed by the Department and obligated by the State Comptroller.

Exhibit N

PCOM-QUARTERLY REPORT TEMPLATE

This form is for future use and is required quarterly, independent of the date of the grantee's fully executed grant agreement.

Exhibit O

PCOM-QUARTERLY and ANNUAL PUBLIC TRANSIT ACCOUNT REPORT TEMPLATE

**This form is for future use and is required quarterly, independent
of the date of the grantee's fully executed grant agreement.
THE FINAL REPORT IS DUE AT THE END OF THE FISCAL
YEAR ON AUGUST 1, 2016**

Exhibit P

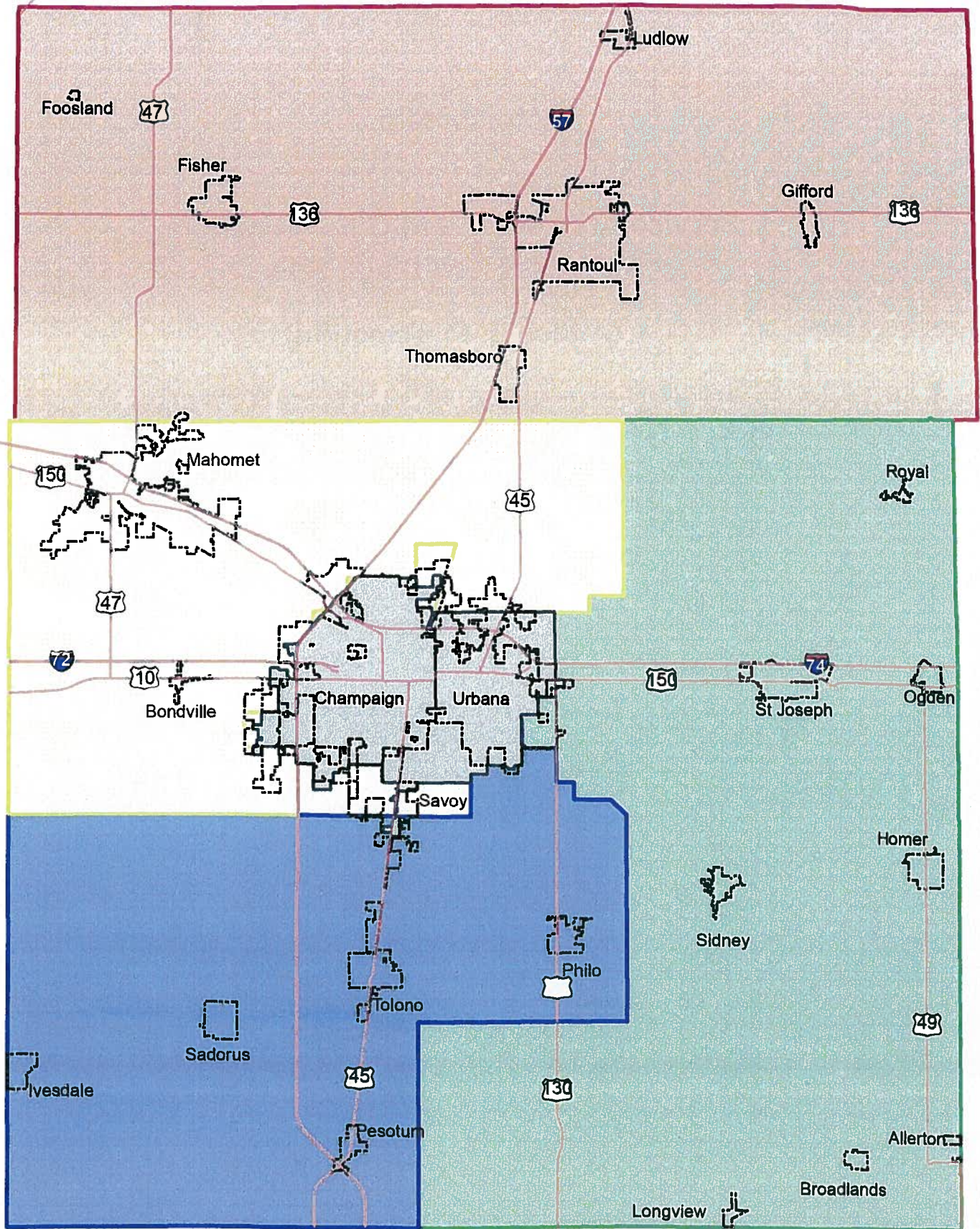
SUPPLEMENTAL ANNUAL AUDIT REPORT FOR JARC AND NEW FREEDOM GRANTS

**This form may be obtained from the Department by contacting
the JARC Program Manager directly.**

Attachment I

Service Area Maps and Other Materials that Describe the Project

(Attach in this Section)



Legend

- Highways
- Municipality
- MTD Service Boundary

- RZ1
- RZ2
- RZ3

0 1.25 2.5 5 7.5 10 Miles



Attachment II

**Copies of Minutes, Letters, RFPs, and Other
Documentation that Describe the Applicant's Efforts to
Involve the Private Sector in the Project.**

(Attach in this Section)



PLANNING & COMMUNITY DEVELOPMENT

1776 East Washington Street
Urbana, IL 61802

Phone 217.328.3313

Fax 217.328.2426

www.ccrpc.org

May 7th, 2015

Redith Ewing
Yellow Checker Cab
1204 N. Hagan St.
Champaign, IL 61820

To Whom It May Concern:

Champaign County is again applying for an Illinois Department of Transportation, Section 5311 Operating Assistance grant for the elderly, low-income, persons with disabilities, and the general public known as Champaign County Area Rural Transit System (C-CARTS). This grant is to help maintain the current level of countywide demand response transit services provided. Additionally, we are exploring the option of a deviated fixed-route connecting Rantoul to major areas of employment.

In accordance with the Federal Grant Programs, all public and private operators must be given a fair and timely opportunity to participate or to submit written comments on the proposed project to the department. A copy of the grant is on file at Champaign County Regional Planning Commission, 1776 East Washington Street, Urbana, IL 61802 for public inspection.

If you have any comments or feedback, please contact me by June 1st before the next regular meeting of the Champaign County Board and the Highway Committee meeting. During June, the FY16 Intergovernmental Agreement with CUMTD will be reviewed and finalized.

Sincerely,

Zoe Keller
Champaign County Regional Planning Commission
Direct Line: 217.819.4060
Fax: 217.328.2426
zkeller@ccrpc.org

Agency	Contact
A & M Taxi	Mohamed Bouregghda
A Green Cab	Eric Stillwell
A Ride To Remember Limo	Gerald Quinn II
A-Cab Co	April Patton
Acquasi Taxi	Acquasi Ansong
Aero Taxi	Steven Senter
Air Cab	Bezza Ayalew
AL-Cab	Shpetim Nikolli
Andy's Limousine Service	Andrew Davis
Arrow TaxiCab Service Inc	Mary Van Cleave
Atlantic Taxi	Aziz Amrani
Atlas Cab	Said Chbada
Bishop Platinum Limousines	Dwayne Bishop
Black Cab & Limo	Malik Ouzidane
Blue Cab & Courier	Mark/Brandi Thompson
Blue Line Taxi	Henry Washington
Bubble City Taxi	William Washington
Burlington Trailways/Greyhound	Rosemary Newby
C & G Taxi	Gary Rosson
Cain's Limo Service	Roche Cain
Candy Cab	Candace Peznowski
Canterbury Ridge	Joyce Fulton
Carle Arrow Ambulance	Mike Humer
Checker Cab	Redith Ewing
Clark-Lindsey Village	Michele Heil
City Transit Taxi	Solomon Kumwenda
Classic Cab	Amdin Balazovski
Cool Cab	Henry Crowley
C-U Karaoke Party Bus	Duane Edwards
D & D Cab	Willie Davis
Dependable Taxi	Connie Claybrooks
Elite Luxury Limousines Inc	Ryan Mennenga
Emerald Lime Green Taxi	Toney McKinney
Flash Cab & Limo	Abdelyazid Ferhi
Gus's Taxi Cab	Gzim Arslani
Hometown Taxi	Yussuf Ali
Illini Taxi Express	Thomas Parker
Jet Cab	Rebhi Abdelhafid
Larry's Limousine Service	Larry Flessner
Mr Nice Guy's Taxi Cab Serv	Collin McLaughlin

****If you need copies of all correspondence and emails sent to private providers – please let Zoe Keller know and that can be added to the application. Outreach has primarily been done through our CUMTD Illinois Terminal contacts.**

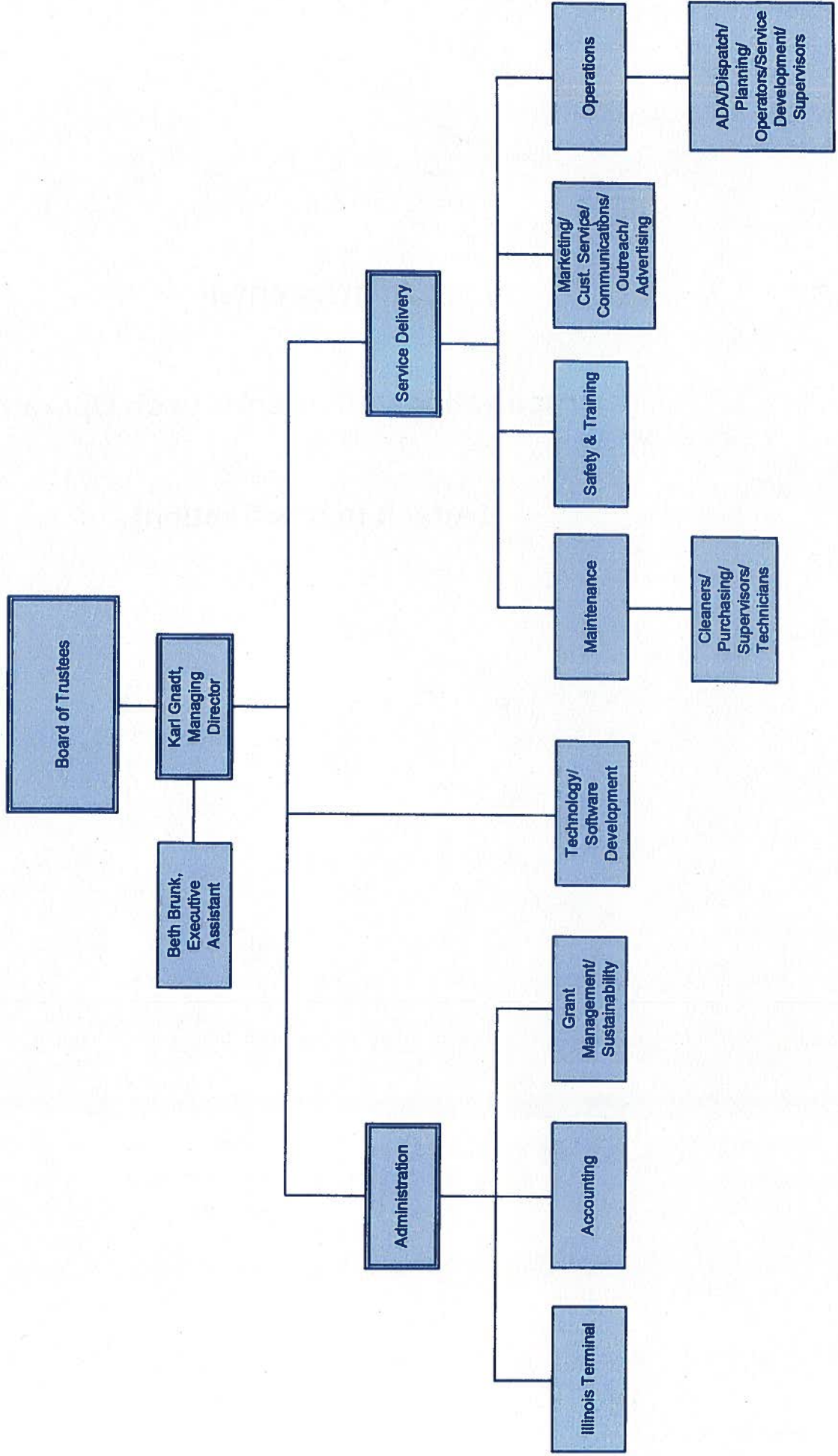
Agency	Contact
Nick's Taxi Service	Nicolas Baylon
Orange Express Taxi Inc	Rachid Bzami
Pink Taxi	Herschel DePratto
PRO Ambulance Service	Dave Stone
Quality Limo & Taxi Inc	Glenn Judy III
R & H Cab	Fouad Bouchama
Red Flash Cab	Abdelyazid Ferhi
Reliable Cab Co	John Brown
Safeway Taxi	John Edwards
Sam's Cab	Hamid Hamzaoui
Shamrock Taxi	Robert Rexroad
Silver Taxi	Said Lazar
Starr Limousines	Ronald Hartke
The Cab	Stephen Perkins
The Taxi Co	Robert Rexroad
Yellow Cab	Redith Ewing
Yellow Checker Cab	Redith Ewing

****If you need copies of all correspondence and emails sent to private providers – please let Zoe Keller know and that can be added to the application. Outreach has primarily been done through our CUMTD Illinois Terminal contacts.**

Attachment III

Organizational Charts for Each Operator

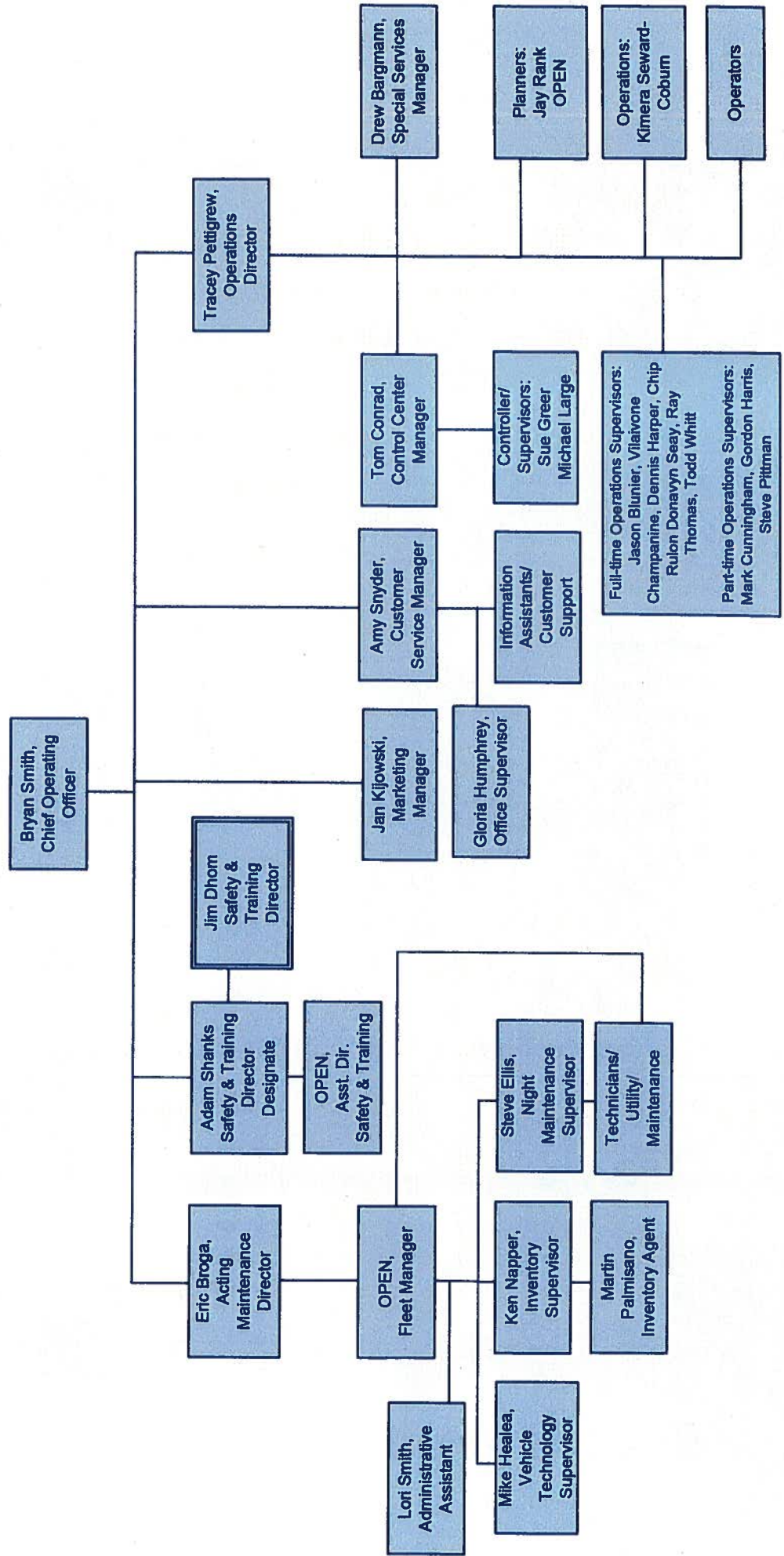
(Attach in this Section)





Service Delivery
STAFF

Champaign-Urbana Mass Transit
District
Organizational Chart

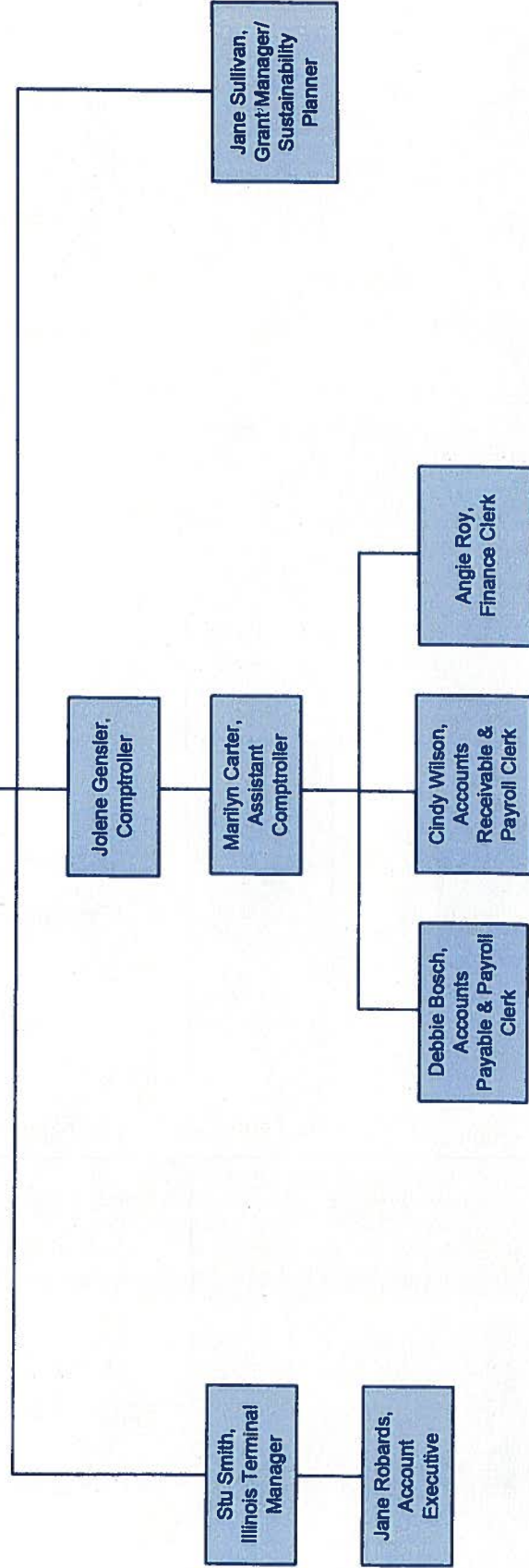


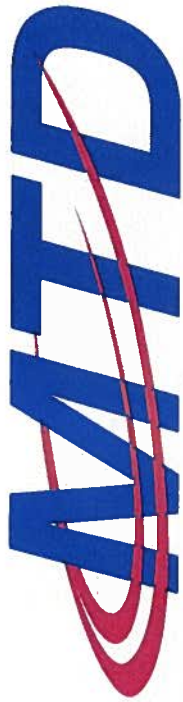
Champaign-Urbana Mass Transit
District
Organizational Chart



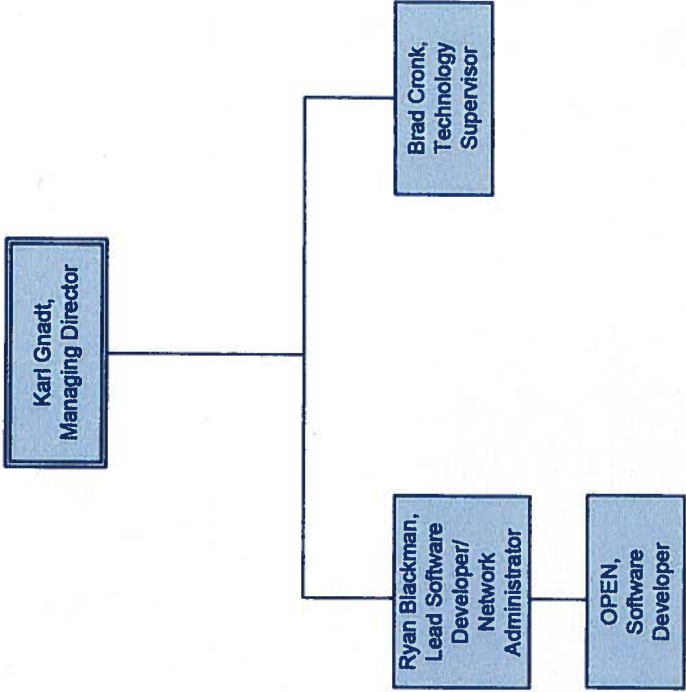
Administration
STAFF

Brenda Eilbracht,
Chief
Administrative
Officer





Technology/Software
Development
STAFF



Attachment IV

Indirect Cost Rate Proposals

(NOT APPLICABLE)

Attachment V

**Copy of Audit for Most Recent Year Corresponding to
the Data Used in the Indirect Cost Rate Proposal**
(Only Projects that Submit Indirect Cost Proposal)

(Attach in this Section)

**CHAMPAIGN-URBANA
MASS TRANSIT DISTRICT**
Urbana, Illinois

FINANCIAL STATEMENTS
June 30, 2014 and 2013



CliftonLarsonAllen

TABLE OF CONTENTS

	PAGE
INDEPENDENT AUDITORS' REPORT.....	1-3
MANAGEMENT'S DISCUSSION AND ANALYSIS.....	4-10
BASIC FINANCIAL STATEMENTS	
Statements of Net Position	11-12
Statements of Revenues, Expenses, and Changes in Net Position	13
Statements of Cash Flows	14-15
Notes to Basic Financial Statements	16-29
REQUIRED SUPPLEMENTARY INFORMATION.....	30
Schedule of Funding Progress (Unaudited)	31

TABLE OF CONTENTS

	PAGE
SUPPLEMENTARY INFORMATION	32
Schedules of Operating Expenses	33-37
Schedule of Revenue and Expenses Under Downstate Operating Assistance Grant OP-14-01-IL	38-39
REPORT ON INTERNAL CONTROL AND COMPLIANCE	40-42

Independent Auditors' Report

Board of Trustees
Champaign-Urbana Mass Transit District
Urbana, Illinois

Report on the Financial Statements

We have audited the accompanying financial statements of the Champaign-Urbana Mass Transit District (the District), as of and for the years ended June 30, 2014 and 2013, and the related notes to the financial statements, which collectively comprise the entity's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the District as of June 30, 2014 and 2013, and the respective changes in financial position and cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and the schedule of funding progress, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

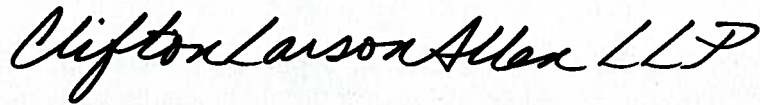
Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the District's basic financial statements. The accompanying schedules of operating expenses are presented for the purpose of additional analysis and are not a required part of the basic financial statements. The accompanying schedule of revenue and expenses under downstate operating assistance grant OP-14-01-IL is presented for purposes of additional analysis as required by the Illinois Department of Transportation and is not a required part of the basic financial statements.

These schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 11, 2014, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

A handwritten signature in black ink that reads "CliftonLarsonAllen LLP". The signature is written in a cursive, flowing style.

CliftonLarsonAllen, LLP

Champaign, Illinois
November 11, 2014

**CHAMPAIGN-URBANA MASS TRANSIT DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2014 and 2013**

Management's Discussion and Analysis (MD&A) is an introduction to the basic financial statements and supplementary information of the District. MD&A should be read in conjunction with the basic financial statements, notes to financial statements, and supplementary information. MD&A provides management's perspective on the performance of the District in the current year and its financial condition at year-end.

Questions concerning any of the information provided in this report or requests for additional information should be addressed to Mr. Karl Gnadt, Managing Director, Champaign-Urbana Mass Transit District, 1101 East University, Urbana, Illinois 61802-2009.

Business Overview

The District provides several mobility services including fixed-route buses, direct van service, ADA Paratransit service and a Half-Fare Cab program. Fixed routes are those that operate on a set timetable serving specific destinations throughout Champaign, Urbana, Savoy, and the University of Illinois Campus, and are served by 30-foot, 40-foot and 60-foot buses equipped with adjustable wheelchair ramps to aid boarding. ADA Paratransit service is a curb-to-curb transportation service available to persons with disabilities who are unable to use fixed-route services, and the Half-Fare Cab Program offers discounted cab rides taken within the MTD boundaries to seniors 65 and older and to riders with disabilities.

The District focuses on improving mobility in the region, with a particular emphasis on public transit service. Partnering with city and county planners, state and federal agencies, school districts, the University of Illinois and other organizations, MTD serves as a general advocate and participates actively to promote regional mobility improvements and to support land use and developmental patterns for all modes of travel.

Financial Highlights – Fiscal Year 2014

Fiscal year 2014 was a successful year with annual passenger ridership reaching an all-time high at 13,289,706 riders, a 10.49% increase over fiscal 2013. The District's financial condition remained stable and strong, with State of Illinois Operating Assistance fully utilized at 65% funding of all eligible operating expenses.

The District continually strives to be environmentally conscientious. During the year, the District received certification for Environmental Sustainability and Management Systems for ISO 14001:2004 Standards, and was awarded the 2013 Governor's Sustainability Award, the Illinois Green Association's Green Business Certification Award and the Champaign County Design & Conservation Foundation Award for Sustainability for our "green efforts", which included installation of 1,200 rooftop solar panels on the maintenance facility, solar lighting in bus shelters and a LED lighting conversion at Illinois Terminal.

**CHAMPAIGN-URBANA MASS TRANSIT DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2014 and 2013**

Financial Highlights – Fiscal Year 2013

Fiscal year 2013 was a successful year with annual passenger ridership reaching an all-time high at 12,028,172 riders, an 8.29% increase over fiscal 2012. The District's financial condition remained stable and strong, with State of Illinois Operating Assistance fully utilized at 65% funding of all eligible operating expenses.

Using This Annual Report

The basic financial statements are the statement of net position, statement of revenues, expenses, and changes in net position, and the statement of cash flows. These financial statements were prepared using the full accrual accounting method used by businesses in the private sector.

The statement of net position presents the financial position of the District on a full accrual historical cost basis. The statement of net position provides information on all the assets and liabilities of the District, with the difference between the two being the District's net position. Increases or decreases in net position are one indicator of whether the District's financial position is improving or deteriorating.

The statement of revenues, expenses, and changes in net position provides the performance of the District over its fiscal year, which is the twelve-month period ended June 30. This statement presents the detail of how the net position presented on the statement of net position changed over the fiscal year. All activities that increase or decrease net position are reflected on this statement when they occur rather than when the related cash flow occurs.

The cash flow statement presents the increase or decrease in cash and cash equivalents during the fiscal year resulting from the operating, financing, and investing activities of the District. This statement simply presents the increases and decreases in cash and cash equivalents without regard to related revenues/receivables and expenses/liabilities.

The notes to financial statements provide further information on the items reported in the basic financial statements. This information is essential for the reader of this report to acquire a full understanding of the amounts in the financial statements and other commitments and events not reflected in the financial statements. The supplementary information also provides further detail on operating expenses and the state-operating grant of the District.

**CHAMPAIGN-URBANA MASS TRANSIT DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2014 and 2013**

The District as a Whole

The District's net position decreased from the prior year --- decreasing from \$72.4 million to \$71.2 million. Our analysis below focuses on the net position (Table 1) and changes in net position (Table 2) of the District.

**Table 1
Net Position
(In Millions)**

	<u>2014</u>	<u>2013</u>	<u>2012</u>
Current and other assets	\$ 22.9	\$ 19.9	\$ 18.5
Capital assets	<u>55.3</u>	<u>58.8</u>	<u>57.8</u>
Total assets	<u>78.2</u>	<u>78.7</u>	<u>76.3</u>
Current and other liabilities	6.5	5.8	5.6
Long-term liabilities	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>
Total liabilities	<u>7.0</u>	<u>6.3</u>	<u>6.1</u>
Net position			
Net investment in capital assets	55.3	58.8	57.8
Unrestricted	<u>15.9</u>	<u>13.6</u>	<u>12.4</u>
Total net position	<u>\$ 71.2</u>	<u>\$ 72.4</u>	<u>\$ 70.2</u>

Fiscal Year 2014 - The District's net position decreased by 1.2% (\$71.2 million compared to \$72.4 million for fiscal 2013). Total assets decreased by \$0.5 million. Current and other assets increased by \$3.0 million and capital assets decreased by \$3.5 million.

Current liabilities increased by \$0.7 million while long-term liabilities remained constant.

Unrestricted net position, the part of net position that can be used to finance day-to-day operations without constraints established by enabling legislation or other legal requirements, increased by \$2.3 million.

Fiscal Year 2013 - The District's net position increased by 2.2% (\$72.4 million compared to \$70.2 million for fiscal 2012). Total assets increased by \$2.4 million. Current and other assets increased by \$1.4 million and capital assets increased by \$1.0 million.

Current liabilities increased by \$0.2 million while long-term liabilities remained constant.

Unrestricted net position, the part of net position that can be used to finance day-to-day operations without constraints established by enabling legislation or other legal requirements, increased by \$1.2 million.

**CHAMPAIGN-URBANA MASS TRANSIT DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2014 and 2013**

The District as a Whole (Continued)

**Table 2
Changes in Net Position
(In Millions)**

	<u>2014</u>	<u>2013</u>	<u>2012</u>
Operating revenues			
Revenues from transportation services	\$ 7.1	\$ 6.8	\$ 6.7
Other operating revenues	<u>1.1</u>	<u>1.1</u>	<u>0.9</u>
Total operating revenues	<u>8.2</u>	<u>7.9</u>	<u>7.6</u>
Operating expenses			
Operations	20.3	19.7	19.0
Maintenance	5.2	5.2	4.7
General administration and Illinois Terminal	6.2	5.8	5.3
Depreciation	<u>6.8</u>	<u>6.6</u>	<u>5.4</u>
Total operating expenses	<u>38.5</u>	<u>37.3</u>	<u>34.4</u>
Operating loss	<u>(30.3)</u>	<u>(29.4)</u>	<u>(26.8)</u>
Non-operating revenue			
Taxes	6.9	7.0	6.6
Assistance grants	<u>21.2</u>	<u>23.1</u>	<u>22.4</u>
Total non-operating revenues	<u>28.1</u>	<u>30.1</u>	<u>29.0</u>
Income (loss) before other revenue	(2.2)	0.7	2.2
Other revenues			
Capital grants	<u>1.0</u>	<u>1.5</u>	<u>3.7</u>
Change in net position	(1.2)	2.2	5.9
Net position, beginning of year	<u>72.4</u>	<u>70.2</u>	<u>64.3</u>
Net position, end of year	<u>\$ 71.2</u>	<u>\$ 72.4</u>	<u>\$ 70.2</u>

**CHAMPAIGN-URBANA MASS TRANSIT DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2014 and 2013**

The District as a Whole (Continued)

Fiscal Year 2014 - The District's operating revenue increased by 3.8% (\$0.3 million) while operating expenses minus depreciation increased by 3.3% (\$1.0 million).

Factors that led to the increase in operating expense included:

- A 3.0% increase in Operations expenses (\$0.6 million). Increased labor and fringe benefit expenses (\$0.6 million) constituted the bulk of the increase. Fuel and Lubricants remained constant.
- General Administration and Illinois Terminal expenses increased by \$0.4 million.

Fiscal Year 2013 - The District's operating revenue increased by 3.9% (\$0.3 million) while operating expenses minus depreciation increased by 5.7% (\$1.7 million).

Factors that led to the increase in operating expense included:

- A 3.5% increase in Operations expenses (\$0.7 million). Increased labor and fringe benefit expenses (\$0.6 million) constituted the bulk of the increase. Fuel and Lubricants remained constant.
- Maintenance expenses increased by \$0.5 million. Increased labor and fringe benefit expenses (\$0.3 million) constituted the bulk of the increase. Revenue Vehicle repairs increased by \$0.2 million. In future years, as our fleet age increases, we may see increased vehicle repairs.
- General Administration and Illinois Terminal expenses increased by 0.5 million

Budgetary Highlights

Fiscal Year 2014 - The Board of Trustees approved the District's budget for fiscal year 2014 on June 26, 2013 with various capital budget amendments through-out the year. The budget included operating expenses of \$40.7 million excluding depreciation. This included \$6.4 million of debt service.

- Actual operating revenue, including investment income, was \$8.2 million, \$.1 million more than budgeted for fiscal year 2014.
- Actual operating expenses, less depreciation, were \$31.7 million with an additional \$1.5 million of eligible debt service expenditures. Total operating expenses were \$8.9 million under budget primarily due to the following: debt service was \$4.8 million under budget, labor and fringe benefit expenses were \$1.1 million under budget and material and supply expenses were \$2.1 million under budget.

**CHAMPAIGN-URBANA MASS TRANSIT DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2014 and 2013**

Budgetary Highlights (Continued)

Fiscal Year 2013 - The Board of Trustees approved the District's budget for fiscal year 2013 on June 27, 2012 with various capital budget amendments through-out the year. The budget included operating expenses of \$38.7 million excluding depreciation. This included \$6.9 million of debt service.

- Operating revenue including investment income was \$7.9 million or the same as the fiscal Year 2013 budget.
- Operating expenses, less depreciation, was \$30.7 million with an additional total of \$5.0 million of eligible debt service. Total operating expenses were \$1.1 million under budget.

Capital Asset Administration

At the end of fiscal year 2014, the District had \$55.3 million invested in a broad range of capital assets. This is a decrease of \$3.5 million over fiscal year 2013.

Fiscal Year 2014 Major Additions Include

Solar Array	\$ 1,155,294
LED Lighting	310,612
Passenger Shelters	<u>309,450</u>
Total	<u>\$ 1,775,356</u>

The District's fiscal year 2014 capital budget calls for \$2.1 million in local dollars as well as \$6.4 million of State of Illinois debt service operating funds. Some of the more significant fiscal year 2014 capital projects from these sources include:

Architectural & Engineering	\$ 1,200,000
Passenger Shelters	400,000
Facility Improvements	300,000
Technology / CAD / AVL / Equipment	<u>200,000</u>
Total	<u>\$ 2,100,000</u>

More detailed information about the District's capital assets is presented in Notes 2 and 6 to the financial statements.

**CHAMPAIGN-URBANA MASS TRANSIT DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2014 and 2013**

Capital Asset Administration (Continued)

Fiscal Year 2013 Major Additions Include

Revenue vehicles	\$ 6,236,831
Big Broadband	584,676
Passenger Shelters	<u>536,660</u>

Total	<u>\$ 7,358,167</u>
--------------	----------------------------

Long-term Debt Activity

Fiscal Year 2014 and 2013 - The District's only long-term debt (early retirement plan liability) did not change significantly during either fiscal year. Future increases in the accrual for the early retirement plan cannot be predicted as participation is at the discretion of eligible employees.

It is unclear whether the District will take on additional long-term debt in the coming years for the acquisition of property, construction and equipment.

Economic Factors and Next Year's Budget

- The District's total appropriations budget for fiscal year 2015 is \$43.8 million. This consists of \$42.2 million in projected operating expenses, excluding depreciation, and \$1.6 million in projected capital expenditures.
- The State of Illinois Operating Assistance budget for fiscal year 2015 has been approved for eligible operating expense reimbursement up to \$27.9 million. This included \$5.6 million of debt service.

CHAMPAIGN URBANA MASS TRANSIT DISTRICT
STATEMENTS OF NET POSITION
June 30, 2014 and 2013

ASSETS

	<u>2014</u>	<u>2013</u>
CURRENT ASSETS		
Cash and cash equivalents	\$ 10,301,196	\$ 2,465,718
Investments	102,161	101,738
Receivables:		
Property tax	3,296,015	3,344,526
State operating grant	-	4,800,295
Other	586,939	516,245
Inventories	909,068	866,966
Prepaid expenses	<u>305,061</u>	<u>90,269</u>
Total current assets	<u>15,500,440</u>	<u>12,185,757</u>
PROPERTY AND EQUIPMENT		
Land and construction in progress, not being depreciated	3,077,667	2,145,072
Other property and equipment, net of depreciation	<u>52,191,462</u>	<u>56,696,164</u>
Total property and equipment	<u>55,269,129</u>	<u>58,841,236</u>
OTHER ASSETS		
Capital reserves:		
Cash and cash equivalents	7,382,743	7,740,396
Investments held under incentive plan	<u>-</u>	<u>20,774</u>
Total other assets	<u>7,382,743</u>	<u>7,761,170</u>
TOTAL ASSETS	<u>\$ 78,152,312</u>	<u>\$ 78,788,163</u>

LIABILITIES AND NET POSITION

	<u>2014</u>	<u>2013</u>
CURRENT LIABILITIES		
Accounts payable	\$ 713,226	\$ 759,881
Operating assistance grant payable	663,897	572,221
Accrued expenses	3,676,521	3,385,429
Unredeemed yearly passes and tokens	82,182	118,720
Obligations under incentive and early retirement plans, current portion	206,571	120,867
Workers' compensation liability	222,749	171,451
Other current liabilities	<u>882,231</u>	<u>706,928</u>
Total current liabilities	6,447,377	5,835,497
LONG-TERM LIABILITIES		
Obligation under early retirement plan, net of current	<u>444,426</u>	<u>500,000</u>
Total liabilities	<u>6,891,803</u>	<u>6,335,497</u>
NET POSITION		
Net investment in capital assets	55,269,129	58,841,236
Unrestricted	<u>15,991,380</u>	<u>13,611,430</u>
Total net position	<u>71,260,509</u>	<u>72,452,666</u>
TOTAL LIABILITIES AND NET POSITION	<u>\$ 78,152,312</u>	<u>\$ 78,788,163</u>

The accompanying notes are an integral part of the financial statements.

CHAMPAIGN-URBANA MASS TRANSIT DISTRICT
STATEMENTS OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
Years Ended June 30, 2014 and 2013

	<u>2014</u>	<u>2013</u>
OPERATING REVENUES		
Yearly passes	\$ 5,523,778	\$ 5,289,479
Full adult fares	789,821	692,866
Rental of equipment and buildings	729,865	725,633
Student fares and school bus service	496,870	486,699
ADA services	250,390	245,431
Advertising	280,134	260,045
Half-Fare cab	89,677	106,545
Miscellaneous	<u>68,270</u>	<u>165,205</u>
Total operating revenues	<u>8,228,805</u>	<u>7,971,903</u>
OPERATING EXPENSES		
Operations	20,340,936	19,719,358
Maintenance	5,242,167	5,259,198
General administration	4,968,522	4,664,997
Illinois Terminal	1,172,212	1,116,465
Depreciation	<u>6,817,067</u>	<u>6,577,119</u>
Total operating expenses	<u>38,540,904</u>	<u>37,337,137</u>
Operating loss	<u>(30,312,099)</u>	<u>(29,365,234)</u>
NON-OPERATING REVENUES		
Property taxes	6,706,422	6,770,348
State replacement taxes	211,236	208,810
State of Illinois assistance grants	21,175,641	23,058,840
Federal assistance grants	79,302	103,191
Investment income	<u>4,171</u>	<u>5,590</u>
Total non-operating revenues	<u>28,176,772</u>	<u>30,146,779</u>
Income (loss) before other revenues	(2,135,327)	781,545
OTHER REVENUES		
Capital grants	<u>943,170</u>	<u>1,465,547</u>
CHANGE IN NET POSITION	(1,192,157)	2,247,092
NET POSITION, BEGINNING OF YEAR	<u>72,452,666</u>	<u>70,205,574</u>
NET POSITION, END OF YEAR	<u>\$ 71,260,509</u>	<u>\$ 72,452,666</u>

The accompanying notes are an integral part of the financial statements.

CHAMPAIGN-URBANA MASS TRANSIT DISTRICT
STATEMENTS OF CASH FLOWS
Years Ended June 30, 2014 and 2013

	<u>2014</u>	<u>2013</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts from customers	\$ 8,450,329	\$ 7,942,362
Payments to vendors	(17,697,561)	(16,460,075)
Payments to employees	(13,726,864)	(13,380,706)
	<u>(22,974,096)</u>	<u>(21,898,419)</u>
Net cash used in operating activities		
CASH FLOWS FROM NON-CAPITAL AND RELATED FINANCING ACTIVITIES		
State operating assistance grant proceeds received	25,975,936	18,258,545
Federal operating assistance grant proceeds received	79,302	103,191
Tax proceeds received	6,966,169	6,753,870
	<u>33,021,407</u>	<u>25,115,606</u>
Net cash provided by non-capital and related financing activities		
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES		
Federal and state capital grant proceeds received	650,952	1,173,329
Purchases of property and equipment	(3,244,960)	(7,532,789)
Advances of principal on lines of credit	1,224,784	5,023,021
Repayments of principal on lines of credit	(1,224,784)	(5,023,021)
Proceeds from note payable	-	4,920,000
Payment on note payable	-	(4,920,000)
	<u>(2,594,008)</u>	<u>(6,359,460)</u>
Net cash used in capital and related financing activities		
CASH FLOWS FROM INVESTING ACTIVITIES		
Proceeds from sales and maturities of investments	142,871	170,922
Purchase of investments	(122,520)	(146,697)
Interest received	4,171	5,590
	<u>24,522</u>	<u>29,815</u>
Net cash provided by investing activities		
INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	7,477,825	(3,112,458)
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>10,206,114</u>	<u>13,318,572</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u>\$ 17,683,939</u>	<u>\$ 10,206,114</u>

	<u>2014</u>	<u>2013</u>
RECONCILIATION OF OPERATING LOSS TO		
NET CASH USED IN OPERATING ACTIVITIES		
Operating loss	\$ (30,312,099)	\$ (29,365,234)
Adjustments to reconcile operating loss to net cash used in operating activities:		
Depreciation	6,817,067	6,577,119
(Increase) decrease in assets:		
Receivables	221,524	(29,541)
Inventories	(42,102)	12,173
Prepaid expenses	(214,792)	683,110
Increase (decrease) in liabilities:		
Accounts payable and accrued expenses	387,411	236,550
Unredeemed yearly passes and tokens	(36,538)	8,435
Obligations to employees under early retirement and incentive plans	30,130	(64,687)
Other current liabilities	175,303	43,656
Net adjustments	<u>7,338,003</u>	<u>7,466,815</u>
NET CASH USED IN OPERATING ACTIVITIES	<u>\$ (22,974,096)</u>	<u>\$ (21,898,419)</u>
 RECONCILIATION OF CASH AND CASH EQUIVALENTS TO		
BALANCE SHEET		
Cash and cash equivalents	\$ 10,301,196	\$ 2,465,718
Capital reserves-cash and cash equivalent	<u>7,382,743</u>	<u>7,740,396</u>
TOTAL	<u>\$ 17,683,939</u>	<u>\$ 10,206,114</u>

The accompanying notes are an integral part of the financial statements.

CHAMPAIGN-URBANA MASS TRANSIT DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
June 30, 2014 and 2013

NOTE 1 - NATURE OF OPERATIONS AND THE REPORTING ENTITY

The Champaign-Urbana Mass Transit District (the District) is a governmental unit that provides public transportation for the people of Champaign-Urbana, Illinois. The District operates as an enterprise fund, which accounts for operations in a manner similar to private business enterprises - where the intent of the governing body (the Board of Trustees) is that the costs (expenses, including depreciation) of providing services to the general public on a continuing basis be financed or recovered in part through user charges.

The reporting entity of the District was determined based on the oversight responsibility and scope of the public services provided. Oversight responsibility is measured by the extent of financial interdependency, control over the selection of the governing authority and management, ability to significantly influence operations, and accountability for fiscal matters. Based on these criteria, there are no agencies or other units that have been or should be combined with the financial statements of the District.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the District are prepared in accordance with accounting principles generally accepted in the United States of America (GAAP). The Government Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments. GAAP includes all relevant GASB pronouncements plus other sources of accounting and financial reporting guidance noted in GASB Statement 55, *The Hierarchy of GAAP for State and Local Governments*.

For purposes of preparing the statements of cash flows, restricted and unrestricted currency, demand deposits, and money market accounts are considered cash and cash equivalents.

State statutes authorize the District to invest in: direct obligations of federally insured banks and savings and loan associations; insured obligations of Illinois credit unions; securities issued or guaranteed by the U.S. Government; money market mutual funds investing only in U.S. Government based securities; commercial paper of U.S. corporations with assets over \$500 million; short-term obligations of the Federal National Mortgage Association; repurchase agreements; and the investment pools managed by the State Treasurer of Illinois.

CHAMPAIGN-URBANA MASS TRANSIT DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
June 30, 2014 and 2013

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

The District levies property taxes each year, on all taxable real property located within the District's boundaries, on or before the last Tuesday in December. The 2013 tax levy was passed by the Board of Trustees on December 4, 2013. Property taxes attach as an enforceable lien on property as of January 1 and are payable in two installments on June 1 and September 1. The District receives significant distributions of tax receipts approximately one month after these due dates. Revenue from property taxes is recognized in the period for which it was levied. Property tax revenue for the years ended June 30, 2014 and 2013 was from the 2013 and 2012 levies, respectively. Property tax receivables have been reduced to the estimated amount to be collected based on historical collection experience. Property taxes paid by constituents may be contested. The District has recorded unearned revenue of \$821,570 and \$657,048 for the years ended June 30, 2014 and 2013, respectively, that represents property taxes collected from two constituents that have contested their property tax payments. The unearned revenue is included in other current liabilities on the balance sheets.

Revenue from the corporate personal property replacement tax is recognized in the period when the taxes have been collected by the State of Illinois.

Operating revenues include all revenues from the provision of a service by the District. These services include the provision of public transportation, the rental of facilities and land, and the leasing of advertising signage on revenue vehicles. All other revenues are considered non-operating or other revenues.

Operating grant revenue is recognized as it is earned. Capital grant revenue is recorded as capital grant expenditures as incurred.

Inventories are stated at the lower of average cost or market. Cost is determined on a first-in, first-out (FIFO) basis.

Property and equipment are recorded at cost. Major additions and those expenditures that substantially increase the useful life of an asset are capitalized. The District's capitalization threshold for property and equipment is \$5,000 per unit. Maintenance, repairs, and minor additions and expenditures are expensed when incurred. The District provides for depreciation using the straight-line method over the estimated useful lives of the assets.

CHAMPAIGN-URBANA MASS TRANSIT DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
June 30, 2014 and 2013

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

The District calculates the liability for unused sick leave using the vesting method. The District considers the liability for accrued compensated absences to be a current liability.

The proceeds from the sale of yearly passes are deferred when received, and the revenue is recorded evenly throughout the period for which the passes apply.

Assets that are not available to finance general obligations of the District are reported as restricted on the balance sheets. The District's policy is to apply restricted resources first when an expense is incurred for a purpose for which restricted and unrestricted net assets are available.

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Certain reclassifications have been made to prior year amounts to conform to the current year presentation.

NOTE 3 - CASH AND CASH EQUIVALENTS AND INVESTMENTS

Custodial Credit Risk – Bank Deposits

Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District's investment policy addresses custodial credit risk by requiring the diversification of the deposits so that losses at any one institution will be minimized. At June 30, 2014, the District's bank balance of \$1,064,454 was fully collateralized. At June 30, 2013, \$360,572 of the District's bank balance of \$1,141,639 was exposed to custodial credit risk, and was uncollateralized.

Credit Risk and Interest Rate Risk – External Investment Pools

The credit risk of investments is addressed by the District's investment policy by limiting investments to instruments, bonds, corporate obligations, municipal corporation obligations, and government obligations carrying an "investment grade" rating within the upper two tiers of ratings issued by Moody's (Aa or better) or Standard and Poor's (AA or better).

Interest rate risk is addressed by the District's investment policy by preferentially targeting investments with maturities of 180 days and limiting the percentage of investments with maturities over two years, over one year, and under sixty days.

CHAMPAIGN-URBANA MASS TRANSIT DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
June 30, 2014 and 2013

NOTE 3 - CASH AND CASH EQUIVALENTS AND INVESTMENTS (CONTINUED)

Credit Risk and Interest Rate Risk – External Investment Pools (Continued)

At June 30, 2014, the District held \$11,695,492 in the Illinois Funds Money Market and Prime Funds, which reconciled to a book balance of \$10,331,009. At June 30, 2013 the District held \$4,460,758 in the Illinois Funds Money Market and Prime Funds, which reconciled to a book balance of \$4,460,758. The fair value of the District's position in these funds is equal to the value of the District's fund shares. The portfolios are regulated by oversight of the Treasurer of the State of Illinois and private rating agencies. These portfolios have AAAM ratings from Standard and Poor's, which is the highest rating for an external investment pool. The assets of the funds are mainly invested in securities issued by the United States government or agencies related to the United States. Assets of the funds not invested in United States government securities are fully collateralized by pledged securities. The time to maturity of the investments in these external investment pools averages less than one year.

Investment Detail

Investments include certificates of deposit with original maturities in excess of three months. Investments are carried at fair value (which for certificates of deposit is essentially cost) and included in current and other assets on the balance sheet. As of June 30, 2014 and 2013, the District had the following investments and maturities:

		<u>June 30, 2014</u>	
		Investment Maturities in Years	
		Less than	
	<u>Fair Value</u>	<u>1 Year</u>	<u>1 to 5 Years</u>
Certificates of deposit	<u>\$ 102.161</u>	<u>\$ 102.161</u>	<u>\$ -</u>
		<u>June 30, 2013</u>	
		Investment Maturities in Years	
		Less than	
	<u>Fair Value</u>	<u>1 Year</u>	<u>1 to 5 Years</u>
Certificates of deposit	<u>\$ 122.512</u>	<u>\$ 122.512</u>	<u>\$ -</u>

Custodial Credit Risk – Investments

At June 30, 2014, the District had no custodial credit risk.

CHAMPAIGN-URBANA MASS TRANSIT DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
June 30, 2014 and 2013

NOTE 4 - ACCOUNTS RECEIVABLE

Accounts receivable consists of the following:

	<u>2014</u>	<u>2013</u>
Property taxes	\$ 3,296,015	\$ 3,344,526
State operating grant	-	4,800,295
Federal capital grant	340,718	292,218
Employees	6,140	7,800
University of Illinois	42,337	41,300
Trade	161,886	134,632
State replacement tax	<u>35,858</u>	<u>40,295</u>
Total accounts receivable	<u>\$ 3,882,954</u>	<u>\$ 8,661,066</u>

Operating Assistance Grants

During the years ended June 30, 2014 and 2013, the Illinois Department of Transportation (IDOT) reimbursed the District for up to sixty-five percent, of the District's eligible operating expenses. The amount of reimbursements is limited to the maximum amount specified in the grant agreements. The District is required to return to IDOT any unspent grant amounts. The final estimated grant amount for each fiscal year is subject to review and approval of the eligible expenses by IDOT.

As of June 30, 2014 and 2013, the estimated amounts due to and from IDOT, respectively, are as follows:

	<u>2014</u>	<u>2013</u>
Fiscal year 2014 grant agreement	\$ (26,530)	\$ -
Fiscal year 2013 grant agreement	(65,146)	4,800,295
Fiscal year 2012 grant agreement	<u>(572,221)</u>	<u>(572,221)</u>
Net amount due from IDOT	<u>\$ (663,897)</u>	<u>\$ 4,228,074</u>

The \$663,897 due to IDOT under the fiscal year 2014 to 2012 grant agreements is shown as operating assistance grant payable at June 30, 2014.

CHAMPAIGN-URBANA MASS TRANSIT DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
June 30, 2014 and 2013

NOTE 5 - INVENTORIES

Inventories consist of the following:

	<u>2014</u>	<u>2013</u>
Materials and supplies	\$ 801,773	\$ 783,805
Fuel and lubricant	<u>107,295</u>	<u>83,161</u>
Total	<u>\$ 909,068</u>	<u>\$ 866,966</u>

NOTE 6 - PROPERTY AND EQUIPMENT, NET

Property and equipment, and the changes therein, consist of the following, for each fiscal year:

	<u>June 30,</u> <u>2013</u>	<u>Additions</u>	<u>Disposals</u>	<u>June 30,</u> <u>2014</u>
Assets not being depreciated:				
Land	\$ 1,475,159	\$ -	\$ -	\$ 1,475,159
Construction in progress	669,913	3,073,734	2,141,139	1,602,508
Assets being depreciated:				
Land improvements	152,044	-	104,629	47,415
Office, garage, and building facilities	35,951,864	1,639,691	58,135	37,533,420
Revenue vehicles	49,780,207	-	480,255	49,299,952
Service vehicle	385,208	-	4,823	380,385
Passenger shelters	1,907,098	401,213	737	2,307,574
Other equipment	<u>5,045,976</u>	<u>271,460</u>	<u>15,208</u>	<u>5,302,228</u>
Total property and equipment	95,367,469	5,386,098	2,804,926	97,948,641
Less accumulated depreciation	<u>36,526,233</u>	<u>6,817,067</u>	<u>663,785</u>	<u>42,679,512</u>
Property and equipment, net	<u>\$ 58,841,236</u>	<u>\$ (1,430,969)</u>	<u>\$ 2,141,138</u>	<u>\$ 55,269,129</u>

CHAMPAIGN-URBANA MASS TRANSIT DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
June 30, 2014 and 2013

NOTE 6 - PROPERTY AND EQUIPMENT, NET (CONTINUED)

	<u>June 30,</u> <u>2012</u>	<u>Additions</u>	<u>Disposals</u>	<u>June 30,</u> <u>2013</u>
Assets not being depreciated:				
Land	\$ 1,475,159	\$ -	\$ -	\$ 1,475,159
Construction in progress	830,361	6,151,022	6,311,470	669,913
Assets being depreciated:				
Land improvements	223,552	-	71,508	152,044
Office, garage, and building facilities	35,445,926	781,457	275,519	35,951,864
Revenue vehicles	47,826,066	6,236,831	4,282,690	49,780,207
Service vehicle	446,089	3,374	64,255	385,208
Passenger shelters	1,381,261	536,660	10,823	1,907,098
Other equipment	<u>5,018,098</u>	<u>134,913</u>	<u>107,035</u>	<u>5,045,976</u>
Total property and equipment	92,646,512	13,844,257	11,123,300	95,367,469
Less accumulated depreciation	<u>34,760,946</u>	<u>6,577,119</u>	<u>(4,811,832)</u>	<u>(36,526,233)</u>
Property and equipment, net	<u>\$ 57,885,566</u>	<u>\$ 7,267,138</u>	<u>\$ 6,311,468</u>	<u>\$58,841,236</u>

NOTE 7 - ACCRUED COMPENSATED ABSENCES LIABILITY

The total liability accrued by the District for unpaid compensated absences, included in accrued expenses on the balance sheet, was \$2,948,909 and \$2,773,377 at June 30, 2014 and 2013, respectively.

District employees earn various types of compensated absences. Operators and maintenance personnel receive vacation leave and earned time leave. Salaried employees receive vacation leave and sick leave. The District adopted a Retirement Health Savings Plan (RHSP). By its adoption, the District amended policies relating to hours of unused vacation, sick leave, and earned time.

Operators and maintenance employees are eligible to be paid for up to one week of unused vacation each calendar year. Any unused vacation earned as of June 30 each year and not used or paid out as of December 31st, will be deposited into the employee's personal RHSP account, and is recorded as a benefit expense to the District. Any salaried employees unused vacation, earned as of June 30 each year, above a 12 week accumulation limit, not used by December 31st, will be deposited in the employee's RHSP account. All employees are eligible for payout of their remaining unused vacation at separation from the District.

CHAMPAIGN-URBANA MASS TRANSIT DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
June 30, 2014 and 2013

NOTE 7 - ACCRUED COMPENSATED ABSENCES LIABILITY (CONTINUED)

Any salaried employees sick hours above 480 hours, earned as of June 30 of each year and not used by December 31st, will be deposited into the employee's personal RHSP account and recorded as benefit expense to the District. Salaried employees who have five years or more of continuous service for the District are eligible to be paid for unused sick leave at separation from the District. The percentage paid at separation ranges from 10 percent after five years of service up to 50 percent after twenty years of service.

Any operator or maintenance earned time balances for a full-time employee cannot exceed 336 hours and for a part-time employee 168 hours. Earned time balances above these levels will be deposited in the employee's personal RHSP account and recorded as benefit expense to the District. Operators and maintenance employees are eligible for payout of all their remaining unused earned time at separation from the District.

NOTE 8 - LINES OF CREDIT

As of June 30, 2014, the District has one line of credit, with a borrowing limit of \$4,000,000. The line of credit matures on November 28, 2014 and bears interest at a varying rate equal to LIBOR plus 2.50 basis points with a minimum rate of 3.0 percent. The rate was 3.0 percent at June 30, 2014. This line of credit is secured by substantially all assets of the District. As of June 30, 2014, there was no outstanding balance.

As of June 30, 2013, the District has one line of credit, with a borrowing limit of \$4,000,000. The line of credit matures on November 29, 2013 and bears interest at a varying rate equal to LIBOR plus 2.50 basis points with a minimum rate of 3.0 percent. The rate was 3.0 percent at June 30, 2013. This line of credit is secured by substantially all assets of the District. As of June 30, 2013, there was no outstanding balance.

NOTE 9 - UNRESTRICTED NET POSITION

Unrestricted net position consists of the following:

	<u>2014</u>	<u>2013</u>
Board designated for capital reserves	\$ 7,382,743	\$ 7,740,396
Undesignated	<u>8,608,637</u>	<u>5,871,034</u>
Total unrestricted net assets	<u>\$15,991,380</u>	<u>\$13,611,430</u>

CHAMPAIGN-URBANA MASS TRANSIT DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
June 30, 2014 and 2013

NOTE 10 - LEASE REVENUE

The District is the lessor of office and retail space under operating leases expiring in various years through 2025. All of these leases are within non-transportation related sections of facilities that are used for both transportation and non-transportation purposes. The cost and carrying value of these facilities (including the transportation and non-transportation sections) was \$39,055,995 and \$22,826,811, respectively, at June 30, 2014.

Minimum future rentals to be received on non-cancelable leases are as follows:

Fiscal Year Ending June 30

2015	\$ 668,271
2016	589,402
2017	507,272
2018	220,588
2019	194,493
Thereafter	<u>261,974</u>
Total	<u>\$ 2,442,000</u>

Minimum future rentals do not include percentage-of-sales contingent rentals contained in the retail space leases. Only the minimum required rental is included above for these retail space leases.

NOTE 11 - LEASE COMMITMENTS

The District leases furniture, equipment, and vehicles under various non-cancelable operating leases, expiring at various times between December 2014 and April 2017. Future minimum lease payments under these operating leases are as follows:

Fiscal Year Ending June 30

2015	\$ 149,563
2016	138,007
2017	<u>45,235</u>
Total	<u>\$ 332,805</u>

Total rental expense for operating leases for the years ended June 30, 2014 and 2013 was \$133,765 and \$84,290, respectively.

CHAMPAIGN-URBANA MASS TRANSIT DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
June 30, 2014 and 2013

NOTE 12 - OBLIGATIONS UNDER INCENTIVE AND EARLY RETIREMENT PLANS

Early Retirement Plan

The District maintains an early retirement plan whereby participating employees receive lump sum or periodic payments in exchange for their early retirement from full-time employment with the District. Eligibility requirements are that employees have at least ten years service with the District; are eligible to receive pensions from IMRF; are at the top wage rate in their category at retirement; and are between the ages of sixty and sixty-five at retirement. For the years ended June 30, 2014 and 2013, the District has recorded an expense of \$243,936 and \$150,481, respectively, including the present value of expected future payments at June 30 using an interest rate of 1.0021 percent. The District had a liability of \$650,997 and \$600,000, respectively, related to this plan at June 30, 2014 and 2013 and is included on the balance sheet in obligations under incentive and early retirement plans.

Projected future payments for the early retirement plan liability are as follows:

Fiscal Year Ending June 30

2015	\$ 206,571
2016	150,591
2017	184,284
2018	91,103
2019	<u>18,448</u>
Total	<u>\$ 650,997</u>

The following is a summary of changes in incentive and early retirement plan obligations for the years ended June 30, 2014 and 2013:

	<u>June 30,</u> <u>2013</u>	<u>Provision</u>	<u>Payment</u>	<u>June 30,</u> <u>2014</u>	<u>Due Within</u> <u>One Year</u>
Incentive and early retirement plans	<u>\$ 620,867</u>	<u>\$ 224,353</u>	<u>\$ 194,223</u>	<u>\$ 650,997</u>	<u>\$ 206,571</u>
	<u>June 30,</u> <u>2012</u>	<u>Provision</u>	<u>Payment</u>	<u>June 30,</u> <u>2013</u>	
Incentive and early retirement plans	<u>\$ 685,554</u>	<u>\$ 178,914</u>	<u>\$ 243,601</u>	<u>\$ 620,867</u>	

CHAMPAIGN-URBANA MASS TRANSIT DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
June 30, 2014 and 2013

NOTE 13 - PENSION FUND COMMITMENTS

Plan Description – The District's defined benefit pension plan for regular employees provides retirement and disability benefits, post retirement increases, and death benefits to plan members and beneficiaries. The District's plan is affiliated with the Illinois Municipal Retirement Fund (IMRF), an agent multiple-employer plan. Benefit provisions are established by statute and may only be changed by the General Assembly of the State of Illinois. IMRF issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained on-line at www.imrf.org.

Funding Policy – As set by statute, the District's regular plan members are required to contribute 4.50 percent of their annual covered salary. The statutes require employers to contribute the amount necessary, in addition to member contributions, to finance the retirement coverage of its own employees. The employer contribution rate for calendar year 2013 was 13.51 percent. The District also contributes for disability benefits, death benefits and supplemental retirement benefits, all of which are pooled at the IMRF level. Contribution rates for disability and death benefits are set by the IMRF Board of Trustees, while the supplemental retirement benefits rate is set by statute.

Annual Pension Cost – The required contribution and actual contribution for calendar year 2013 was \$2,142,509.

<u>Calendar Year</u>	<u>Annual Pension Cost (APC)</u>	<u>Percentage of APC Contributed</u>	<u>Net Pension Obligation (NPO)</u>
12/31/13	\$ 2,142,509	100%	\$ -
12/31/12	1,866,143	100%	-
12/31/11	1,775,050	100%	-

The net pension obligation for the District as of June 30, 2014 and 2013 is as follows:

	<u>2014</u>	<u>2013</u>
Annual required contribution	\$ 2,142,509	\$ 1,866,143
Interest on the NPO	-	-
Adjustments to the ARC	-	-
Annual pension cost	2,142,509	1,866,143
Actual contribution	(2,142,509)	(1,866,143)
Increase (decrease) to the NPO	-	-
Beginning of year NPO	-	-
End of year NPO	\$ -	\$ -

CHAMPAIGN-URBANA MASS TRANSIT DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
June 30, 2014 and 2013

NOTE 13 - PENSION FUND COMMITMENTS (CONTINUED)

The required contribution for calendar 2013 and 2012 was determined as part of the December 31, 2011 and 2010 actuarial valuations using the entry age normal actuarial cost method. The actuarial assumptions at December 31, 2011, included (a) 7.5 percent investment rate of return (net of administrative and direct investment expenses), (b) projected salary increases of 4.00 percent a year, attributable to inflation, (c) additional projected salary increases ranging from 0.4 to 10 percent per year depending on age and service, attributable to seniority/merit, and (d) post retirement benefit increases of 3 percent annually. The actuarial value of the District's regular plan assets was determined using techniques that spread the effects of short-term volatility in the market value of investments over a five-year period with a 20 percent corridor between the actuarial and market value of assets. The District's regular plan's unfunded actuarial accrued liability at December 31, 2011 is being amortized as a level percentage of projected payroll on an open 30 year basis.

Funded Status and Funding Progress – As of December 31, 2013, the most recent actuarial valuation date, the regular plan was 68.16 percent funded. The actuarial accrued liability for benefits was \$44,333,752 and the actuarial value of assets was \$30,416,639, resulting in an underfunded actuarial liability (UAAL) of \$13,917,113. The covered payroll (annual payroll of active employees covered by the plan) was \$15,858,688 and the ratio of the UAAL to the covered payroll was 88 percent.

The schedule of funding progress, presented as required supplementary information following the notes to the basic financial statements, presents multi-year trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liability for benefits.

The District provides no other post-employment benefit that is financially significant.

NOTE 14 - SELF INSURANCE

The District is a member of the Illinois Public Transit Risk Management Association (IPTRMA), an insurance risk pool. Through IPTRMA, the District has pooled its risk for public liability/property damage and vehicle liability claims with other local transit districts in Illinois. The District's capital contribution to the IPTRMA loss reserve fund is considered to be a prepayment of future claims in excess of insured amounts and is amortized over the period for which the capital contribution relates. Losses and claims recognized for the years ended June 30, 2014 and 2013 totaled \$605,271 and \$487,023, respectively, including the amortization of the District's capital contribution to IPTRMA. There have been no settlement amounts that have exceeded insurance and IPTRMA loss reserve fund coverage in the past three years.

**CHAMPAIGN-URBANA MASS TRANSIT DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
June 30, 2014 and 2013**

NOTE 14 - SELF INSURANCE (CONTINUED)

The following table is a summary of the coverage in effect for the members of IPTRMA for the period July 1, 2013 through July 1, 2014:

<u>Coverage Type</u>	<u>Self-Insured Retention</u>	<u>Coverage Limits</u>	<u>Insurance Company</u>
Package:			
General liability	\$ 25,000	\$5,000,000/occurrence and annual	Illinois Union Insurance Company
Auto liability	\$ 500,000	\$5,000,000/accident	Illinois Union Insurance Company
Public officials/employment practices	\$ 25,000	\$5,000,000/accident	Illinois Union Insurance Company
Property	\$ -	\$80,826,590/occurrence	Federal Insurance Company/Chubb
Excess liability	\$ -	\$10,000,000/occurrence and annual	Star Indemnity & Liability Company/Catlin Specialty Insurance Company

The District is self-insured for worker's compensation and employer's liability claims. Losses and claims are accrued as incurred. At June 30, 2014 and 2013, the District had a claims liability balance of \$222,750 and \$171,451, respectively, for expected additional claims payable. Losses and claims recognized for the years ended June 30, 2014 and 2013 totaled \$320,054 and \$219,961, respectively. The District purchases insurance coverage for worker's compensation to cover claims in excess of \$400,000 with a statutory aggregate limit for worker's compensation and a \$2,000,000 aggregate limit for employer's liability.

NOTE 15 - MAJOR CUSTOMER

Yearly passes revenue for the years ended June 30, 2014 and 2013 includes contracts with the University of Illinois for (a) faculty/staff bus service and (b) student bus services and campus circular program.

The revenue recognized related to these contracts for the years ended June 30, 2014 and 2013 was \$5,269,382 and \$4,999,421, respectively. At June 30, 2014 and 2013, amounts due from the University of Illinois included in accounts receivable were \$42,337 and \$41,300, respectively.

CHAMPAIGN-URBANA MASS TRANSIT DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
June 30, 2014 and 2013

NOTE 16 - COMMITMENTS

Through the date of the auditors' report, the District has entered into the following significant contractual commitments.

<u>Purpose</u>	<u>Contract Amount</u>	<u>Incurred Through June 30, 2014</u>	<u>Remaining Commitment</u>
Urinal/Toilet Replacement	\$ 33,482	\$ -	\$ 33,482
Chiller Retrofit	238,039	209,485	28,554
803 Pavement Replacement	279,307	251,377	27,930
Rapid Roll Doors	197,000	126,673	70,327
Illinois Terminal East Lot	204,897	-	204,897
AMTRAK Platform Rehabilitation	254,700	-	254,700
Roof Ice Guards	<u>37,950</u>	<u>-</u>	<u>37,950</u>
Total	<u>\$ 1,245,375</u>	<u>\$ 587,535</u>	<u>\$ 657,840</u>

NOTE 17 - CONTINGENCIES

The District is the defendant in various litigations that cover a wide range of matters. The potential liability for these claims is estimated at between \$5,000 and \$200,000, and is expected to be covered by the IPTRMA loss reserve fund and insurance coverage. As of June 30, 2014 and 2013, the District has not recorded a liability for these claims.

The District is also involved in several worker compensation claims with current and former employees. As of June 30, 2014 and 2013, the District has recorded a liability of \$222,750 and \$171,451, respectively, for anticipated additional claims expense as stated in Note 14. An estimate of any additional potential loss cannot be made.

The accompanying notes are an integral part of the financial statements.

REQUIRED SUPPLEMENTARY INFORMATION

**CHAMPAIGN-URBANA MASS TRANSIT DISTRICT
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF FUNDING PROGRESS
June 30, 2014**

(UNAUDITED)

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) -Entry Age (b)	Unfunded AAL (UAAL) (b-a)	Funded Ratio (a/b)	Cov Pa (
12/31/13	\$ 30,416,639	\$ 44,333,752	\$ 13,917,113	68.61%	\$ 15
12/31/12	28,338,394	41,578,726	13,240,332	68.16%	15
12/31/11	28,028,241	41,425,328	13,397,087	67.66%	14

On a market value basis, the actuarial value of assets as of December 31, 2013 is \$36,020,578. On a market value basis, the funded ratio would be 81.25 percent.

SUPPLEMENTARY INFORMATION

CHAMPAIGN-URBANA MASS TRANSIT DISTRICT
SCHEDULES OF OPERATING EXPENSES
Years Ended June 30, 2014 and 2013

	<u>2014</u>	<u>2013</u>
Operations		
Wages:		
Operators	\$ 8,088,701	\$ 7,813,845
Street supervisors and dispatchers	751,920	733,580
Other supervisors	465,772	378,792
Clerical	176,703	179,971
Labor credit	<u>(1,249)</u>	<u>(1,400)</u>
Total wages	<u>9,481,847</u>	<u>9,104,788</u>
Fringe Benefits:		
Paid absences	2,273,173	2,148,285
Health and dental insurance	1,856,580	1,882,554
Illinois Municipal Retirement Fund	1,604,588	1,811,715
Social Security tax	858,554	823,752
Workers' compensation insurance and claims	307,787	102,916
Uniform allowances	32,395	20,197
Unemployment insurance	41,630	43,954
Early retirement plan	243,936	150,481
Other fringe benefits	<u>52,123</u>	<u>44,960</u>
Total fringe benefits	<u>7,270,766</u>	<u>7,028,814</u>
Services:		
ADA	523,668	505,363
Taxi	184,157	211,884
Printing	74,120	78,713
Other services	<u>20,987</u>	<u>17,651</u>
Total services	<u>802,932</u>	<u>813,611</u>
Materials and Supplies Consumed:		
Fuel and lubrications	2,555,341	2,581,270
Tires and tubes	144,390	141,232
Small equipment	10,341	19,812
Other materials and supplies consumed	<u>35,531</u>	<u>15,137</u>
Total materials and supplies consumed	<u>2,745,603</u>	<u>2,757,451</u>
Miscellaneous:		
Leased equipment	29,660	6,868
Other	<u>10,128</u>	<u>7,826</u>
Total miscellaneous	<u>39,788</u>	<u>14,694</u>
TOTAL OPERATIONS	<u>\$ 20,340,936</u>	<u>\$ 19,719,358</u>

CHAMPAIGN-URBANA MASS TRANSIT DISTRICT
SCHEDULES OF OPERATING EXPENSES
Years Ended June 30, 2014 and 2013

	<u>2014</u>	<u>2013</u>
Maintenance		
Wages:		
Mechanics	\$ 1,019,109	\$ 1,003,341
Cleaners	636,470	631,154
Supervisors and clerical	428,454	403,414
Total wages	<u>2,084,033</u>	<u>2,037,909</u>
Fringe Benefits:		
Health and dental insurance	494,815	518,515
Paid absences	372,175	357,724
Illinois Municipal Retirement Fund	318,408	305,638
Social Security tax	177,446	174,342
Workers' compensation insurance and claims	48,817	160,091
Uniform and tools allowance	29,709	28,038
Unemployment insurance	10,607	11,945
Other fringe benefits	13,196	26,703
Total fringe benefits	<u>1,465,173</u>	<u>1,582,996</u>
Services:		
Contract maintenance	108,087	96,440
Other services	4,588	4,262
Total services	<u>112,675</u>	<u>100,702</u>
Materials and Supplies Consumed:		
Revenue vehicles repairs	1,053,786	1,075,627
Buildings and grounds repairs	137,899	123,460
Service supplies	52,642	51,320
Fuel and lubricants	167,686	119,894
Service vehicles repairs	22,595	13,668
Shop tools	23,978	53,688
Passenger shelter repairs	32,633	27,094
Garage equipment repairs	42,502	35,900
Other materials and supplies consumed	19,919	15,138
Total materials and supplies consumed	<u>1,553,640</u>	<u>1,515,789</u>
Miscellaneous:		
Leased equipment	22,560	19,935
Other	4,086	1,867
Total miscellaneous	<u>26,646</u>	<u>21,802</u>
TOTAL MAINTENANCE	<u>\$ 5,242,167</u>	<u>\$ 5,259,198</u>

CHAMPAIGN-URBANA MASS TRANSIT DISTRICT
SCHEDULES OF OPERATING EXPENSES
Years Ended June 30, 2014 and 2013

	<u>2014</u>	<u>2013</u>
General Administration		
Wages:		
Supervisors	\$ 1,501,872	\$ 1,488,090
Clerical	<u>174,823</u>	<u>181,087</u>
Total wages	<u>1,676,695</u>	<u>1,669,177</u>
Fringe Benefits:		
Health and dental insurance	200,466	247,096
Illinois Municipal Retirement Fund	360,261	193,701
Social Security tax	102,432	102,805
Unemployment insurance	2,784	3,817
Workers' compensation insurance and claims	661	421
Other fringe benefits	<u>37,928</u>	<u>16,856</u>
Total fringe benefits	<u>704,532</u>	<u>564,696</u>
Services:		
Professional and technical	612,434	591,012
Contract maintenance	238,780	273,846
Printing	433	1,104
Other services	<u>67,589</u>	<u>58,387</u>
Total services	<u>919,236</u>	<u>924,349</u>
Materials and Supplies Consumed:		
Small equipment	16,203	7,047
Buildings and grounds repair	2,561	120
Office supplies	<u>34,198</u>	<u>31,938</u>
Total materials and supplies consumed	<u>52,962</u>	<u>39,105</u>
Casualty and Liability Costs:		
Uninsured public liability	413,223	358,916
Public liability and property damage insurance	303,490	292,081
Physical damage insurance	34,011	37,761
Insurance and property damage recoveries	(55,307)	(34,067)
Other insurance	<u>35,309</u>	<u>32,999</u>
Total casualty and liability costs	<u>730,726</u>	<u>687,690</u>

CHAMPAIGN-URBANA MASS TRANSIT DISTRICT
SCHEDULES OF OPERATING EXPENSES
Years Ended June 30, 2014 and 2013

	<u>2014</u>	<u>2013</u>
Miscellaneous:		
Utilities	\$ 331,986	\$ 286,548
Leased equipment	80,134	57,487
Advertising	155,530	154,314
Dues and subscriptions	58,412	49,941
Travel and meetings	48,505	61,246
Advertising services	-	79
Interest expense	14,199	33,231
Other	195,605	137,134
Total miscellaneous	<u>884,371</u>	<u>779,980</u>
TOTAL GENERAL ADMINISTRATION	<u>\$ 4,968,522</u>	<u>\$ 4,664,997</u>
Illinois Terminal		
Wages:		
Supervisors	\$ 94,285	\$ 101,983
Cleaners	141,321	158,007
Security	139,451	129,755
Clerical	139,362	114,400
Total wages	<u>514,419</u>	<u>504,145</u>
Fringe Benefits:		
Health and dental insurance	102,986	120,690
Illinois Municipal Retirement Fund	68,583	66,141
Social Security tax	41,567	39,736
Uniform and tool allowances	5,456	3,180
Other fringe benefits	1,540	1,622
Total fringe benefits	<u>220,132</u>	<u>231,369</u>
Services:		
Contract maintenance	35,149	35,392
Professional services	10,154	2,776
Other services	7,524	245
Total services	<u>52,827</u>	<u>38,413</u>

CHAMPAIGN-URBANA MASS TRANSIT DISTRICT
SCHEDULES OF OPERATING EXPENSES
Years Ended June 30, 2014 and 2013

	<u>2014</u>	<u>2013</u>
Materials and Supplies Consumed:		
Buildings and grounds repairs	\$ 157,948	\$ 95,453
Services supplies	27,197	25,259
Shop tools	14,740	13,818
Other materials and supplies consumed	5,919	11,691
Total materials and supplies consumed	<u>205,804</u>	<u>146,221</u>
Miscellaneous:		
Utilities	167,030	174,852
Other	12,000	21,465
Total miscellaneous	<u>179,030</u>	<u>196,317</u>
TOTAL ILLINOIS TERMINAL	<u>\$ 1,172,212</u>	<u>\$ 1,116,465</u>
Depreciation		
Revenue vehicles, fareboxes, and radios	\$ 4,582,712	\$ 4,466,025
Office and garage facilities	1,572,363	1,392,958
Office and garage equipment	252,357	238,856
Service vehicles	70,422	80,654
Other equipment	339,213	398,626
TOTAL DEPRECIATION	<u>\$ 6,817,067</u>	<u>\$ 6,577,119</u>

CHAMPAIGN-URBANA MASS TRANSIT DISTRICT
SCHEDULE OF REVENUE AND EXPENSES
UNDER DOWNSTATE OPERATING ASSISTANCE GRANT OP-14-01-IL
Year Ended June 30, 2014

Operating Revenue and Income:

401	Passenger Fares for Transit Services	\$ 1,192,351
402	Special Transit Fares	5,481,275
403	School Bus Service	476,910
406	Auxiliary Revenue	326,782
407	Non-Transportation Revenue	755,658
411	State Grants and Reimbursements	11,312
413	Federal Grants and Reimbursements	<u>79,302</u>

Total Operating Revenue and Income **\$ 8,323,590**

Operating Expenses:

501	Labor	\$ 13,756,994
502	Fringe Benefits	9,660,603
503	Professional Services	1,179,845
504	Materials and Supplies Consumed	4,527,157
505	Utilities	499,016
506	Casualty and Liability	786,033
507	Taxes	30,852
508	Special Transit Services	707,825
509	Miscellaneous Expense	482,855
511	Short Term Debt Obligation	14,199
512	Leases, Rentals, and Purchase-Lease Payments	133,765
517	Debt Service on Equipment/Facilities	<u>1,224,783</u>
	Total Operating Expenses	<u>33,003,927</u>

Less: Ineligible Expenses

Expenses Related to the Non-Transportation Areas of Illinois Terminal	(124,018)
Other Miscellaneous Expenses of 1101 East University	(152,887)
Professional Services Not Related to Transportation Services	(162,087)
APTA and IPTA Dues	<u>(4,428)</u>
Total Ineligible Expenses	<u>(443,420)</u>

Total Eligible Operating Expenses **\$ 32,560,507**

Total Eligible Operating Expenses \$ 32,560,507

Total Operating Revenue and Income 8,323,590

Deficit **\$ 24,236,917**

Sixty-Five Percent of Eligible Expense **\$ 21,164,330**

**CHAMPAIGN-URBANA MASS TRANSIT DISTRICT
SCHEDULE OF REVENUE AND EXPENSES
UNDER DOWNSTATE OPERATING ASSISTANCE GRANT OP-14-01-IL
Year Ended June 30, 2014**

CONTINUED

Maximum Contract Amount	<u>\$ 27,466,600</u>
Eligible Downstate Operating Assistance (Deficit or Sixty-Five Percent of Eligible Expense or Maximum Contract Amount, Whichever is Less)	\$ 21,164,330
Fiscal Year 2014 Downstate Operating Assistance Received (Through June 30, 2014)	21,190,860
Fiscal Year 2014 Downstate Operating Assistance Received (Subsequent to June 30, 2014)	<u>-</u>
Fiscal Year 2014 Downstate Operating Assistance Over Paid	<u>\$ (26,530)</u>

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT
AUDITING STANDARDS**

Board of Trustees
Champaign Urbana Mass Transit District
Urbana, Illinois

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Champaign Urbana Mass Transit District (the District), as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated November 11, 2014.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify a certain deficiency in internal control that we consider to be a significant deficiency, as follows:

Financial Statement Preparation

- The District engages CliftonLarsonAllen LLP to assist in preparing its financial statements and accompanying disclosures. However, as independent auditors, CliftonLarsonAllen LLP cannot be considered part of District's internal control system. This situation is very common for entities the size of the District. While it is acceptable to outsource various accounting functions, the responsibility for internal control cannot be outsourced to the external auditors. Currently, the District's personnel do not have sufficient governmental financial statement reporting experience and training to prepare the District's financial statements, including any new disclosure requirements.

Recommendation

- Management is aware of the internal control deficiency in financial statement reporting in accordance with generally accepted accounting principles. Management should continue to weigh the costs versus benefits of investing in additional personnel or additional training for existing personnel to acquire the capacity to maintain the level of expertise necessary to prepare financial statements in accordance with generally accepted accounting principles, including all disclosures.

Corrective Action

- In May 2014, a registered Certified Public Accountant (CPA) was hired to assume the position of Comptroller. This person now oversees all daily functions of the Accounting Department and related financial reporting. As a CPA, our Comptroller is required to comply with AICPA continuing education guidelines and will focus those educational activities on GAAP, GASB, FASB, as applicable, and other emerging issues and reporting requirements. The Comptroller is actively designing a system that prepares financial statements that mirror those included in the annual audit report, and will work to implement new disclosure requirements as they are issued by the AICPA and/or other governing agencies.

Compliance and Other Matters

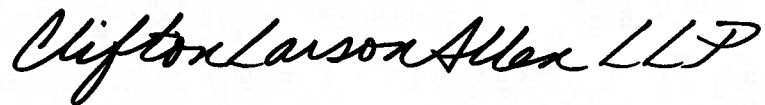
As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

District's Response to the Finding

The District's response to the finding identified in our audit is described above. The District's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "CliftonLarsonAllen LLP". The signature is written in a cursive, flowing style.

CliftonLarsonAllen, LLP

Champaign, Illinois
November 11, 2014

Attachment VI

Certified Copy of Public Notice for Public Hearing in Support of This Application

(Attach in this Section)

CERTIFICATE OF PUBLICATION IN

The Rantoul Press

The undersigned, THE NEWS-GAZETTE, INC. by its authorized agent, does hereby certify that said corporation is the publisher of The Rantoul Press and that the same is the weekly secular newspaper of general circulation published in Rantoul, Champaign County, Illinois, and said newspaper is a newspaper as defined by 715 ILCS 5/5 (1992) and 715 ILCS 10/1 (1992); said publisher further certifies that the annexed notice was published in said newspaper, on the following date(s);

05/06/2015

CHAMPAIGN COUNTY RURAL P

Said publisher further certifies that the date of the first paper containing the said notice was on the first date hereinabove set forth and that the date of the last paper continuing the said notice was on the last date hereinabove set forth.

The News-Gazette, Inc.

Publisher of The Rantoul Press

By: _____

Betty Holmes
Authorized Agent

Publisher's fee \$22.33
Ad # 1273875

CERTIFICATE OF PUBLICATION IN

The Rantoul Press

The undersigned, THE NEWS-GAZETTE, INC. by its authorized agent, does hereby certify that said corporation is the publisher of The Rantoul Press and that the same is the weekly secular newspaper of general circulation published in Rantoul, Champaign County, Illinois, and said newspaper is a newspaper as defined by 715 ILCS 5/5 (1992) and 715 ILCS 10/1 (1992); said publisher further certifies that the annexed notice was published in said newspaper, on the following date(s);

05/06/2015

EL SERVICIO DE TRANSPORT

Said publisher further certifies that the date of the first paper containing the said notice was on the first date hereinabove set forth and that the date of the last paper continuing the said notice was on the last date hereinabove set forth.

The News-Gazette, Inc.

Publisher of The Rantoul Press

By: _____

Betty Holmes
Authorized Agent

Publisher's fee \$23.87

Ad # 1273874

Public Notices 599

**Champaign County Rural
Public Transportation
Public Meetings**

C-CARTS will be hosting
two public meetings to
discuss possible
changes to rural transit
service in Champaign
County.

If you need special accom-
modations please call
217-819-4900 by 4:30
p.m. on Friday May 8th

Tuesday May 12th 10:30
a.m.

Mahomet Administrative
Services
503 E Main St, Mahomet IL
61853

Tuesday May 12th 5:30
p.m.

Multicultural Community
Center
1126 Country Club Ln,
Rantoul IL 61866

1273875 5/6

**El Servicio de Transporte
Público Rural del
Condado de Champaign
(C-CARTS)**

invita a dos reuniones
públicas para discutir
posibles cambios al ser-
vicio de transporte rural
en el Condado de Cham-
paign.

Si usted necesita ayuda
especial o servicios su-
plementarios, por favor
llame antes del Viernes 8
de Mayo a las 4:30 pm al
217-819-4056

Martes, 12 de Mayo a las
10:30 a.m.
Mahomet Administrative
Services
503 E Main St., Mahomet
IL 61853

Public Notices 599

503 E Main St., Mahomet
IL 61853

Martes, 12 de Mayo a las
5:30 p.m.
Multicultural Community
Center

1126 Country Club Ln.,
Rantoul IL 61866

1273874 5/6



email rpclassifiedads@rantoulpress.com, fax 217-892-9451 or stop by our office at 1332 East Harmon Drive, Rantoul, IL 61866

To place an ad: Call 1-217-892-9613, or Classified Hotline @ 1-866-666-5090,
AD DEADLINE: MONDAY - 4 P.M.

TOUL PRESS ■

rantoul
Press

Classified

Maximum Exposure. Maximum Value. Maximum Results.

WEDNESDAY, MAY 6, 2003

Attachment VII

Copy of Minutes of Public Hearing in Support of this Application

(Attach in this Section)

Public Meeting #1 – Mahomet

Date: May 12, 2015

Time: 10:00 a.m.

Place: Mahomet Administrative Services

503 E. Main

Mahomet, IL 61853

Staff Members Present: Eileen Sierra-Brown, Rita Morocoima-Black, Drew Bargmann

Public Present: None

It should be noted that there was no public participation in the public meeting held at Mahomet Administrative Services on May 12, 2015 at 10:00 a.m.

Public Meeting #2 – Rantoul

Date: May 12, 2015

Time: 5:30 p.m.

Place: Multicultural Community Center

1126 Country Club Lane

Rantoul, IL 61866

Staff Members Present: Eileen Sierra-Brown, Rita Morocoima-Black

Public Present: Genesis Monique Gonzalez, Maria Alberto, Nayeli A. Rodriguez

Three members from the public showed up to participate in the public meeting held at the Multicultural Community Center in Rantoul on May 12, 2015 at 5:30 p.m.

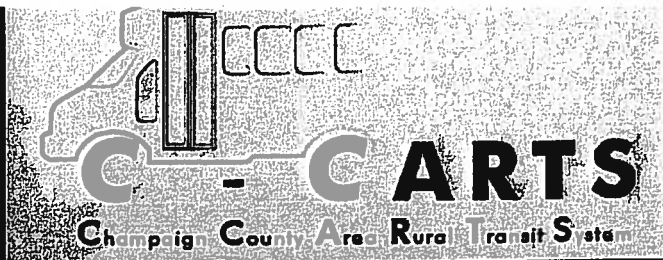
None of the participants had used C-CARTS prior to the meeting, so there was no positive or negative feedback given about the operation of the transit system. Each of the participants filled out a survey provided by C-CARTS staff.

One participant learned about C-CARTS from a family member or friend, one participant learned about the service from seeing the C-CARTS vehicles around town, and the third participant stated they learned about the services through their daycare center.

One participant noted they would use the service Monday-Friday from 6 p.m. to 8 p.m. if those hours were available. One participant was in favor of a deviated fixed route in Rantoul, one participant said this was not applicable to them, and one left the question blank.


Zoe Keller, Champaign County PCOM


Date



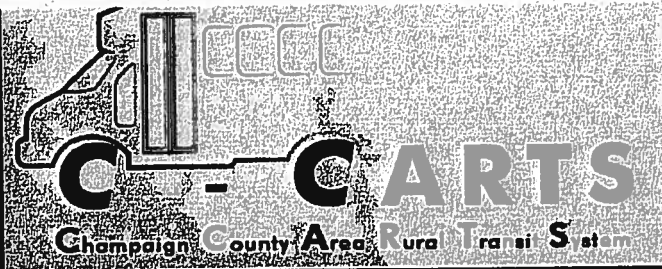
Champaign County Rural Public Transportation Public Meetings

C-CARTS will be hosting two public meetings to discuss possible changes to rural transit service in Champaign County.

If you need special accommodations please call 217-819-4900 by 4:30 p.m. on Friday May 8th.

Tuesday May 12th 10:30 a.m.
Mahomet Administrative Services
503 E Main St, Mahomet IL 61853

Tuesday May 12th 5:30 p.m.
Multicultural Community Center
1126 Country Club Ln, Rantoul IL 61866



El Servicio de Transporte Público Rural del Condado de Champaign (C-CARTS)

invita a dos reuniones públicas para discutir posibles cambios al servicio de transporte rural en el Condado de Champaign.

Si usted necesita ayuda especial o servicios suplementarios, por favor llame antes del Viernes 8 de Mayo a las 4:30 pm al 217-819-4056.

Tuesday May 12th 10:30 a.m.
Mahomet Administrative Services
503 E Main St, Mahomet IL 61853

Tuesday May 12th 5:30 p.m.
Multicultural Community Center
1126 Country Club Ln, Rantoul IL 61866

Champaign County Rural Transit System (C-CARTS)

FY16 Grant Application Public Meeting Sign-In

(* indicates required questions below)

Tuesday, May 12th, 2014
10:00 a.m.
Mahomet Administrative Services,
503 E Main, Mahomet IL 61853

	*Print Your Full Name	Have you used CCARTS before?	Home Address	Phone#	Email Address
1	Eileen Sierra Bowh	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other:	Urbana, IL	—	—
2	Rita Morocoma-Black	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other:	Urbana, IL		
3	Drew BREGMANN	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other:	CHAMPAIGN, IL	—	—
4		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other:			
5		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other:			
6		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other:			
7		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other:			
8		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other:			
9		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other:			
10		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other:			

Champaign County Rural Transit System (C-CARTS)

FY16 Grant Application Public Meeting Sign-In

(* indicates required questions below)

Tuesday, May 12th, 2014
5:30 p.m.
Multicultural Community Center
1126 Country Club Lane
Rantoul, IL 61866

*Print Your Full Name	Have you used CCARTS before?	Home Address	Phone#	Email Address
1 Genesi Monique Gonzalez	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other:	1117 Falcon Dr Rantoul, IL	(217) 390-8573	
2 Maria Alberto	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other:	233 N Penfield St Apt 8 Rantoul, IL	217 766 2500	
3 Nayeli A Rodriguez	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other:	320 North Drive #41	(605) 968-4648	none
4 Eileen Sierra Bar	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other:			
5 Rita Morocoma-Black	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other:			
6	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other:			
7	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other:			
8	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other:			
9	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other:			
10	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other:			

Attachment VIII

DOWNSTATE FISCAL YEAR 2016 STATE OF ILLINOIS OPERATING ASSISTANCE APPLICATION SECTION

***Note: Electronic Version of this Application Form is Available in
Microsoft Word & Excel format in the attached files:***

Attachment VIII FILES

**2016 DOAP Application DD.doc
2016 OP-10D-5311.xls**

**2016 Required Audited Schedule of Revenues and Expenses Under
the DOAP Program.xls
(For Future Use)**

**FY2016 DOWNSTATE OPERATING ASSISTANCE
APPLICATION FOR AGENCIES APPLYING FOR BOTH
DOWNSTATE OPERATING ASSISTANCE and
SECTION 5311 NON-METRO OPERATING ASSISTANCE
(Page 1 of 2)**

To reduce duplicative or unnecessary application requirements, the FY2016 Downstate Operating Assistance application, *for those participants that will also receive FY2016 Section 5311 Non-Metro (5311) Operating Assistance*, has been combined with and incorporated into the 5311 application as Attachment VI. Therefore, participants applying for operating assistance under both programs need only submit the FY2016 5311 application that includes Attachment VI in order to apply for funding under both programs.

NOTE: The FY2016 5311 application is due on **Wednesday, April 1, 2015**.

Below are the forms comprising Attachment VIII:

Attachments - Seven (7) forms which must be completed as part of your application:

		<u>Page No.</u>
Form OP-1	Cover Letter requesting State operating assistance;	2
Form OP-2	Description of Applicant's Organization;	3
Form OP-3	Summary of Totals for Revenues and Expenses;	4
Form 501	Operating Labor Summary;	5, 6
Form OP-5	Financial Data And Revenue And Expense (with 5311 Exhibit B);	5311 Application
Form OP-6B/6C	Vehicle Use and Passengers; and	9
Form OP-7	Purchase of Service Contracts.	10, 11

Attachments - Seven (7) forms FOR FUTURE USE:

Form OP-8	Notification of Service Change;	12, 13
Form OP-9	FY16 Year End Operating Data Report due on or before August 1, 2016;	16, 17
Form OP-10A	Request for Payment;	
Form OP-10B	Estimated Quarterly Financial Report;	
Form OP-10C	Actual Quarterly Financial Report;	
Form OP-10D	Request for Payment Reconciliation; and	
Audit Schedule	The Schedule of Revenue and Expense for inclusion in your agency's FY2016 independent audit/financial statements.	

Year End NTD Operating Data Report for FY2015 due on August 1, 2016. (Copy in FY16 Application)
FY15 Local Match Assessment Survey due on August 1, 2016.

No legal Opinion or Board Resolution is required in connection with this Attachment VIII (DOAP Application) of the application; they will be required, however, for the execution of the Downstate Operating Assistance Grant contract.

Note that grant payments may be made only after the Department has reviewed and approved the application and a grant contract has been executed.

Should any questions arise regarding this application, please contact your Project Manager:

Sol Rivas at (312) 793-3663 Jeff Waxman at (312)793-5232

Russ Flinchum at (312)793-3513 Melanie Turner (217) 782-4981

Please submit one (1) original completed application to your area's Section Chief or Program Manager:

ILLINOIS DEPARTMENT OF TRANSPORTATION	ILLINOIS DEPARTMENT OF TRANSPORTATION
Division of Public & Intermodal Transportation	Division of Public & Intermodal Transportation
Ms. Melanie Turner, Program Manager	Ms. Karen Strell, Section Chief
2300 S. Dirksen Parkway, Room 311	100 West Randolph Street, Suite 6-600
Springfield, IL 62764	Chicago, IL 60601

**FY2016 DOWNSTATE OPERATING ASSISTANCE
APPLICATION FOR AGENCIES APPLYING FOR BOTH
DOWNSTATE OPERATING ASSISTANCE and
SECTION 5311 NON-METRO OPERATING ASSISTANCE
(Page 2 of 2)**

Please use the schedule below when submitting payment requests and filing actual revenue and expense reports for both programs. Because actual revenue and expense under the Downstate Public Transportation Act must be filed by the dates below, so must the 5311 quarterly reimbursement requests.

**DOWNSTATE & 5311 NON-METRO
ACTUAL QUARTERLY FINANCIAL REPORT SCHEDULE**

FY2016: PERIOD COVERED BY THIS REPORT

**Actual 1st Quarter - July 1 thru Sept. 30
Actual 2nd Quarter - Oct. 1 thru Dec. 31
Actual 3rd Quarter - Jan. 1 thru March 31
Actual 4th Quarter - Apr. 1 thru June 30**

TO BE FILED

NO LATER THAN

**October 31
January 31
April 30
July 31**

DOWNSTATE
STATE OF ILLINOIS
DEPARTMENT OF TRANSPORTATION

APPLICATION FORM OP-1
COVER LETTER

FOR IDOT OFFICE USE ONLY

Grant Applic. Number _____ Expenses _____
Date Received _____ Revenues _____
Appropriation _____ Deficit _____
65% of Expenses _____

Application for operating assistance grants under Article II of the Downstate Public Transportation Act (30 ILCS 740/1-1 et seq.) for costs incurred during the period July 1, 2015 through June 30, 2016 (FY2016).

APPLICANT'S NAME: _____ Champaign County _____

STREET ADDRESS: _____ 1776 E Washington Street _____

Urbana	IL	61802	217-384-3772
CITY	STATE	ZIP CODE	TELEPHONE NUMBER

The applicant hereby applies to the State of Illinois through the Division of Public & Intermodal Transportation for grants under Article II of the Downstate Public Transportation Act (30 ILCS 740/1-1 et seq.).

I hereby certify that I have reviewed this Application including all attached exhibits and information, and have found it to be true and correct.

Joe Keller
Signature (same as #1 on Form OP-2)

Performance, Compliance and Oversight Monitor
Title (same as #1 on Form OP-2)

5-14-15
Date

FORM OP-2 DESCRIPTION OF APPLICANT'S ORGANIZATION

1. The name and title of the person authorized by the Participant to submit this application:

Zoe Keller
Name

Performance, Compliance and Oversight Monitor
Title

2. The name and title of the person who will be directly responsible for the implementation of the Program of Proposed Expenditures:

Karl Gnadt
Name

Managing Director, CUMTD
Title

3. The name and title of the person who will be directly authorized to sign and certify the Quarterly Financial Reports (OP-10 FORMS):

Debra Busey
Name

Administrator, Champaign County
Title

4. Year Created 1974

5. Means Created _____

6. Does your Agency have special tax authority for transit? ☐ yes ☒ no. If yes, what is:

a. the current level your Agency will tax at in FISCAL YEAR 2016 _____ %

b. the total Fiscal Year 2015 estimated revenue: \$ _____

c. the total Fiscal Year 2014 actual revenue realized: \$ _____

7. Please attach a full description or map of your Agency's territorial boundaries as defined on Page 3(a) of this application. In addition, please provide the following information regarding your Territorial Boundaries:

City/County	2010 Population [if available]	Square Miles	Pop/sq. miles
Champaign County	200,475	996	178/sq. mi

8. Please attach a full description and map of your Agency's **service area** as defined on Page 3(a) of this application.

9. Please attach a full description and map of your Agency's **contiguous-area service** as defined on Page 3(a) of this application.

10. Please attach a full description or map of any services provided by your Agency **identified as ineligible service** on Page 3(a) of this application. (Note: Any revenue or expense associated with these services should be excluded from 5311 Exhibit B and FORM OP-5.)

11. Transit System Management

☒ Self

☐ Contract _____

INSTRUCTIONS FOR COMPLETING FORM OP-2

DEFINITIONS:

- Service Area:** A participant's territorial boundaries, plus any eligible Service Extensions, plus any Contiguous-Area Service. (See 30 ILCS 740.)
- Contiguous-Area Service** Service provided by a participant within any county that is contiguous to its territorial boundaries as defined by the Department and subject to Departmental approval. Participant must certify to the Department that any such contiguous-area service provided after July 1, 2007, meets the requirements of 30 ILCS 740/2-5.1 in order to receive reimbursement for the service. (See 30 ILCS 740/2-7(b-20).)
- Service Extensions:** Service that is provided beyond the participant's territorial boundaries, where one end of a passenger trip (either origin or destination) is within the territorial boundaries. (See 70 ILCS 3615 and 30 ILCS 740/2-5.)
- Territorial Boundaries for:**
- Municipal Participants:** The municipal or corporate boundaries of the participant.
- Mass Transit Districts:** The district boundaries on file with the Illinois Secretary of State's Office. (See 70 ILCS 3610/5.)

INELIGIBLE SERVICE

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

FORM OP-3
65% Reimbursement Scenario

SUMMARY OF TOTALS FOR REVENUES AND EXPENSES

Total Eligible Expense reported on 5311 Exhibit B (Column A, pg. 9 of OP-5 Tab)	\$ <u>682,200</u> (a)
Total Eligible Revenue reported on 5311 Exhibit B (Column A, pg. 7 of OP-5 Tab)	\$ <u>54,900</u> (b)
Section 5311 Funding requested in 5311 Application	\$ <u>153,871</u> (c)
Downstate Operating Assistance Deficit (a) – (b)	\$ <u>627,300</u> (d)
65% of Eligible Operating Expenses	\$ <u>443,430</u> (e)
Downstate Operating Assistance requested (lesser of (d) or (e))	\$ <u>443,430</u>

I hereby certify that the total operating revenues and expenses reported in this Form are estimated to be incurred in the provision of public transportation services within the State of Illinois during FISCAL YEAR 2016. Expenses determined to be ineligible under such regulations for State Operating Assistance have been deducted as ineligible expenses.

Prepared by: Zoe Keller

Certified by: (same as #3 on Form OP-2)

Date: _____

FORM 501 OPERATING LABOR SUMMARY

(Page 1 of 2)

[To Be Submitted on Accrual Method of Accounting]

The amounts shown for each line item total in FORM 501 OPERATING LABOR SUMMARY must agree with the corresponding line item in Form OP-5 and line item 501 in the 5311 Exhibit B (5311 Budget).

501 Labor

.01 Operator's Salaries and Wages

Are your operators unionized? YES [] NO [x]

If Yes, give expiration date contract _____

NOTE: PLEASE ATTACH COPY OF MOST RECENT LABOR CONTRACT.

IF THE MOST RECENT CONTRACT IS ON FILE, PLEASE CHECK BOX []

	Number of Operators	FULL TIME Average Hourly Wage	Annual Total Wages
Est. FY 2016	_____	_____	(1) _____

	Number of Operators	PART TIME Average Hourly Wage	Annual Total Wages
Est. FY 2016	<u>29</u>	<u>\$11.49</u>	(2) <u>\$379,048</u>

Est. FY 2016	<u>Operators' overtime</u>		(3) <u>0</u>
--------------	----------------------------	--	--------------

CATEGORY TOTAL 501.01

\$379,048
(Add 1, 2 & 3)

FORM 501 OPERATING LABOR SUMMARY
(Page 2 of 2)

.02 Other Salaries and Wages:

<u>Job Title</u>	<u>No. of Employees in this Position</u>	<u>Estimated FY2015 Salary</u>
Dispatcher	2	\$48,045
Special Services Manager (Operations Manager)	1	\$30,434
Comptroller (Accounting/Reporting)	1	\$8,414
Customer Service Manager (Social Media/Outreach)	1	\$6,386
Total 501.02		<u>\$93,279</u>
CATEGORY TOTAL 501		<u>\$472,327</u> (Add .01 & .02)

INSTRUCTIONS FOR FORM OP-6B & OP-6C

(Page 1 of 2)

Financial and non-financial data reported on forms OP-5, the 5311 Exhibit B (5311 Budget) and OP-6 must be coordinated. For financial data required on this form, use the budgeted FY2016 data as reported.

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

6B Vehicle Use

Regular route means a regular fixed-route on which any passenger can ride and for which regular route time schedules are prepared.

Paratransit service means a special demand-response, route-deviation or fixed-route service which only picks up elderly and handicapped passengers. NOTE: Please include data on services run by any organization with which you have a purchase of service agreement.

Special routes refers to any route-deviation or fixed-route which does not run on a standard fixed headway such as 5, 10, 20, 30, 60 minutes. This would include charter service.

Vehicle Miles refers to service miles. Do not include deadhead miles.

Peak Vehicles refers to the maximum number of vehicles in service at the same time on a weekday.

Vehicle Hours refers to service hours. Do not include deadhead hours.

6C. Passengers

ADULT refers to all cash adult fares paid for demand-response, route-deviation or fixed route service regardless of age of the person paying the fare. Each cash adult fare equals one ride. Each transfer issued to a person paying a fare equals one ride. Thus, a person paying an adult cash fare and using a fare transfer should be counted as an adult making 2 trips. These rules for counting transfers apply to all ridership categories.

CHILD refers to all children under 12 years of age paying a cash children fare for a trip.

SENIOR CITIZENS refers to all passengers recognized by a regular fixed-route bus driver as a senior citizen or handicapped person paying a reduced fare.

STUDENTS refers to all passengers demand-response, route-deviation or fixed route service paying a cash-reduced student fare.

TOKEN, TICKET, OR PASS refers to all trips taken for demand-response, route-deviation or fixed route service using any of the following: tokens, weekly tickets, monthly tickets, multiple ride tickets, and unlimited ride tickets for specified periods of time, regardless of whether the pass or ticket is sold for a full or half price. If your buses are equipped with fareboxes or other counting devices which allow you to count ticket or pass rides by category, such as a Senior Citizen Pass, Student Pass, etc., and the bus operators have been instructed to count ticket usage by category, please provide the information on ticket use by ridership category. Otherwise, please provide one total for all ticket trips used.

INSTRUCTIONS FOR FORM OP-6B & OP-6C
(Page 2 of 2)

PARATRANSIT SERVICE PROVIDED BY PARTICIPANT refers to all passengers paying paratransit fare for demand-responsive special services operated directly by the participant.

PARATRANSIT SERVICE FROM PURCHASE OF SERVICE CONTRACTS refers to all passengers paying paratransit fare for demand-responsive special services provided under a purchase of service agreement.

TOTAL PASSENGERS is the sum of ADULT, CHILD, SENIOR CITIZEN, STUDENTS, PARATRANSIT, AND TOKEN, TICKET, OR PASS ridership categories above.

FORM OP-6B: VEHICLE USE, & OP-6C: PASSENGERS
(Page 1 of 1)

6B. VEHICLE USE:	Estimated FY2016 Revenue Vehicle Miles (1)	Estimated FY2016 Peak Vehicles Required	Estimated FY2016 Revenue Vehicle Hours (1)
Regular Route	360,000	8	15,280
Special Route			
Paratransit Service Provided by Participant			
Paratransit Service from Purchase of Service Contracts			
TOTAL	360,000	8	15,280

(1) This should not include deadhead miles or hours

6C PASSENGERS

Estimated FY2016

Adult	11,000
Child	
Senior Citizens and Disabled (Reduced Fare)	9,000
Student (Reduced Fare)	
Token, Ticket or Pass	
Paratransit Service Provided by Participant	
Paratransit Service from Purchase of Service Contracts	
TOTAL PASSENGERS	20,000

Transfers should
be counted and
included as
separate trips in
the appropriate
category

FORM OP-7: PURCHASE OF SERVICE CONTRACTS
(Page 1 of 2)

Each participant purchasing transit services from another provider must complete the information requested in this form. **Please note the following clarification of the Department's requirements for reporting Purchased Transportation expense: Only incidental Purchased Transportation costs totaling 20% or less of an agency's total eligible expense may be reported as a lump sum expense on Line 508 - Purchased Transportation. If an agency's purchased transportation costs total more than 20% of its total eligible expense, those costs must be broken down by provider and reported on the required line items that the costs would have been reported on if the agency were providing the service itself instead of purchasing the service (e.g., salary expense must be broken down by provider and sub-line item as required under Line 501, fringe benefit expense must be broken down by provider and sub-line item as required under Line 502, etc.). The profit or amount in excess of the actual expense reported in those line items should then be reported as "Management Service Fees" on Line 503.01. This requirement will ensure that the Department obtains the same, consistent and comparable financial and operating data from all agencies, regardless of whether or not service is purchased.** If any of the requested information cannot be submitted, please explain why. This form must be completed **FOR EACH SERVICE PROVIDER**

1. Name of Provider: _____ This section is not applicable to Champaign County
Address: _____
Phone () _____
2. Total Contract Amount: \$ _____
3. Describe the cost basis of the contract amount shown above (per ride, per hour, etc): _____

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

5. Indicate number and type of vehicles used.

6. Operator's Salaries and Wages

(A)	<u>No. of Drivers</u>	Estimated FY2016	Estimated FY2016
		<u>Annual Total</u>	<u>Annual Total</u>
		<u>Average Wage</u>	<u>Wages</u>
		_____	_____
		_____	_____

Category Total (1) _____

(Page 2 of 2)

<u>Job Title</u>	<u>No. of Employees in this Position</u>	<u>Estimated FY2016 Salary</u>
	Category Total	(2)

<u>Expense Item</u>	<u>Estimated FY2016 Cost</u>
Category Total	(3)

Grand Total Expenses (add 1, 2 & 3)

FORM OP-8: NOTIFICATION OF SERVICE CHANGES AND/OR FARE INCREASES

(Page 1 of 2)

SERVICE CHANGES: Pursuant to Section 653.330 of the Department's implementing regulations for downstate operating assistance (92 Illinois Administrative Code Part 653, hereinafter the "Rules"), **participant shall file this form at least 30 days prior to the participant's implementation of a proposed service change** during FY2016 when the change in service was not included in its FY2016 downstate operating assistance application. A change in service means any of the following:

- a) new service areas;
- b) discontinuance of routes and/or service areas;
- c) a structural revision of routes;
- d) a change in hours or days of service; or
- e) execution or termination of a purchased transportation contract.

This form is not required for temporary service changes, e.g., routing due to temporary road closures, seasonal adjustments, natural disasters, or emergencies, or for service changes that result in less than a 20% increase or decrease in total service provided or fares collected.

FARE INCREASES: Pursuant to Section 653.335 of the Rules, **participant shall file this form 90 days prior to the participant's implementation of any proposed fare increase** during FY2016 when the increase was not included in its FY2016 downstate operating assistance application.

If participant does not file this form within the required timeframes provided above, participant must not implement the proposed change.

* * * * *

1. This is proposed change number: _____ 1 _____

2. Proposed date for institution of service or fare change: _____ 10/01/2015 _____

3. What is the nature of the proposed change:

- A. ☒ New Route
- B. ☐ Extension of Existing Route
- C. ☐ Discontinuance of Existing Route
- D. ☐ Structural Revision of Existing Route
- E. ☐ Increase (decrease) in Service Frequency
- F. ☐ Change in Service Period (hours and/or days)
- G. ☐ Increase (decrease) in Fares
- H. ☐ Other (describe)

4. Name of route experiencing change _____ N/A _____

5. Is the proposed service change specified in an approved planning document (i.e., TDP, TSM, TIP, etc.)?

A. If yes, indicate which plan and where in such plan the proposed change appears:

_____ N/A _____

- A. If no, submit a description of the proposed service. (Include hours of service and steps taken to determine the need for this change.)

The proposed service is a deviated fixed route serving the northern portion of
Champaign County. Services would operate in this area Monday through Friday
from 6am to 6pm. This area of the county generates 65 to 70% of overall
ridership as well as the most ride denials.

6. Estimate the increase (or decrease) in operational expense resulting from the proposed change.

Estimating service time of vehicles and miles related to this change, little to no change
in operational expense is expected.

7. Estimate the increase (or decrease) in ridership.

An increase in ridership of 5 to 10% is estimated with this change in service.

8. Estimate the increase (or decrease) in revenues.

An increase in revenues of 5 to 10% is estimated with this change in service.

9. Indicate the extent to which the proposed service change will require additional equipment acquisition or reduction in equipment usage or needs:

The proposed change will utilize the same amount of equipment, but will allow
for resources to be spread more evenly countywide.

10. If reporting a **FARE INCREASE**, describe here and explain why the fare increase is necessary and why other approaches to financial and operational management will not eliminate the need for an increase in fares:

By: Drew Bargmann

date 05/12/2015

INSTRUCTIONS FOR FORM OP-9
(Page 1 of 2)

Source of Data:

For all financial data required on this form, use Section 5335 (formerly Section 15) Report data if tabulated and available. If not, use the independent CPA report. If that is not available, use your agency's Actual financial reports. For non-financial reporting data, use the Section 5335 Report if available. Otherwise, use data obtained from farebox readings and daily vehicle mileage reports, or automatic passenger counting data.

501.01 Operators Salary and Wages

To compute full-time operators' average wage (excluding overtime), divide the total annual wages for full-time operators by the number of full-time operators. Follow the same procedure to calculate part-time operators' average wage.

501.02 Other Salaries and Wages

Include all personnel in maintenance and administration. This means all staff from the Executive Director or General Manager through the hierarchy who are not bus drivers. All information not specifically excluded from submission by official Board policy is to be submitted.

A. Vehicle Use

Regular route means a regular fixed-route on which any passenger can ride and for which regular route time schedules are prepared.

Paratransit Service means a special demand-response, route-deviation or fixed route service which only picks up elderly and handicapped passengers.

Special routes refers to any route-deviation or fixed route which does not run on a standard fixed headway such as 5, 10, 20, 30, 60 minutes, etc. This would include charter service.

Vehicle Miles refers to service miles. Do not include deadhead miles.

Peak Vehicles refers to the maximum number of vehicles in service at the same time on a weekday.

Vehicle Hours refers to service hours. Do not include deadhead hours.

B. Ridership

ADULT refers to all cash adult fares paid on demand-response, route-deviation or fixed route service regardless of age of the person paying the fare. Each cash adult fare equals one ride. Each transfer issued to a person paying a fare equals one ride. Thus, a person paying an adult cash fare and using a transfer should be counted as an adult making 2 trips. These rules for counting transfers apply to all ridership categories.

CHILD refers to all children under 12 years of age paying a cash children fare for a trip.

SENIOR CITIZENS refers to all passengers recognized by a demand-response, route-deviation or fixed route bus driver as a senior citizen or handicapped person paying reduced fare.

INSTRUCTIONS FOR FORM OP-9

(Page 2 of 2)

STUDENTS refers to all passengers on demand-response, route-deviation or fixed route service paying a cash reduced student fare.

PARATRANSIT SERVICE PROVIDED BY PARTICIPANT refers to all passengers paying paratransit fare for demand-responsive special services operated directly by the participant.

PARATRANSIT SERVICE FROM PURCHASE OF SERVICE CONTRACTS refers to all passengers paying paratransit fare for demand-responsive special services provided under a purchase of service agreement.

TOKEN, TICKET OR PASS refers to all trips taken on the demand-response, route-deviation or fixed route service using any of the following: tokens, weekly tickets, monthly tickets, multiple ride tickets, and unlimited ride tickets for a specified periods of time, regardless of whether the pass or ticket is sold for a full or reduced price. If your buses are equipped with fareboxes or other counting devices which allow you to count ticket or pass rides by category, such as Senior Citizen pass, Student pass, etc., and the bus operators have been instructed to count ticket usage by category, please provide the information on ticket use by ridership category. Otherwise, please provide one total for all ticket trips used.

TOTAL is the sum of ADULT, CHILD, SENIOR CITIZEN, STUDENTS, PARATRANSIT, AND TOKEN, TICKET, OR PASS ridership categories above.

C. Operating Data

Passenger Per Vehicle Mile refers to passengers per service mile for all demand-response, route-deviation or fixed route service and does not include deadhead miles.

Average Vehicle Miles Per Hour refers to total service miles divided by the total service hours on all demand-response, route-deviation or fixed route service. Do not include deadhead miles or hours.

Farebox Revenue Per Vehicle Mile refers to farebox revenue only, regardless of whether it is paid by cash or ticket. Ticket fares for June and July should be prorated to reflect your best estimate of actual amounts of tickets used during these months. Vehicle miles refers to total service miles and does not include deadhead miles. Although special routes on which an individual pays a fare counts in determining farebox revenue, charter service does not. Farebox revenue does not include auxiliary revenue, or non-transportation revenue.

Operating Expenses Per Vehicle Mile refers to all accrued operating expenses including overhead and administrative cost per mile. Do include all deadhead miles.

Deficit Per Vehicle Miles means operating expenses minus all revenues. Local, state, and federal subsidies are not revenues. Do not count them as revenues in this calculation. They are subsidies. Do include deadhead miles.

Farebox Revenue Per Operating Expenses means farebox revenue only, and does not include auxiliary revenue, or non-transportation revenue. Operating expense refers to all accrued operating expenses including overhead and administrative costs.

YEAR-END OPERATING DATA REPORT FOR FY2016

TO BE SUBMITTED BY AUGUST 1, 2016

NAME OF PARTICIPANT _____

501 Labor

.01 Operator's Salary and Wages:

	Number of Operators	Full-Time Average Wage	Annual Total Wages
Actual FY2016	_____	\$ _____	\$ _____
Actual FY16 Operator's Overtime			\$ _____

	Part-Time Number of Operators	Average Wage	Annual Total Wages
Actual FY2016	_____	\$ _____	\$ _____
Actual FY16 Operator's Overtime			\$ _____

.02 Other Salaries and Wages:

Job Title	Number of Employees In This Position	Actual FY2014 Salary

Name of Participant _____

<u>A. Vehicle Use</u>	Actual FY16 Vehicle Miles	Actual FY2016 Peak Vehicles	Actual FY2016 Vehicle hours
-----------------------	------------------------------	--------------------------------	--------------------------------

Regular Route			
---------------	--	--	--

Paratransit Service			
---------------------	--	--	--

Provided by Participant			
-------------------------	--	--	--

Paratransit Service from			
--------------------------	--	--	--

Purchase of Service Contracts			
-------------------------------	--	--	--

Special Routes			
----------------	--	--	--

<u>B. Ridership</u>	Actual FY2016
---------------------	---------------

Adult	
-------	--

Child	
-------	--

Senior Citizens	
-----------------	--

Students	
----------	--

Paratransit Service	
---------------------	--

Provided by Participant	
-------------------------	--

Paratransit Service from	
--------------------------	--

Purchase of Service Contracts	
-------------------------------	--

Token, Ticket or Pass	
-----------------------	--

TOTAL	
-------	--

<u>C. Operating Data</u>	Actual FY2016
--------------------------	---------------

Passengers Per	
----------------	--

Vehicle Mile	
--------------	--

Average Vehicle	
-----------------	--

Mile Per Hour	
---------------	--

Farebox Revenue	
-----------------	--

Per Vehicle Mile	
------------------	--

Operating Expense	
-------------------	--

Per Vehicle Mile	
------------------	--

Deficit Per	
-------------	--

Vehicle Mile	
--------------	--

Farebox Revenue	
-----------------	--

Per Operating	
---------------	--

Expense	
---------	--

Prepared by: _____

_____ Date

REQUEST FOR PAYMENT

FROM:

TO: Illinois Department of Transportation
Division of Public & Intermodal Transportation
J.R. Thompson Center, Suite 6-600
Chicago, Illinois 60601

The maximum State of Illinois compensation for Operating Assistance under
Project OP-16-_____-IL is \$_____.

Please remit \$_____ for the period of _____
through _____.

Signature_____
Grantee PCOM

Signature_____
Authorized Agency Representative

Title_____

Title_____

Date_____

Date_____

Division of Public & Intermodal Transportation
Approval for payment by:

Signed

Date

FORM OP-10B

DOWNSTATE/SECTION 5311
ESTIMATED QUARTERLY FINANCIAL REPORT

NAME OF PARTICIPANT _____

FY2016: INDICATE PERIOD COVERED BY THIS REPORT TO BE PROCESSED
NO EARLIER THAN

<input type="checkbox"/> Estimated 1st Quarter - July 1 thru Sept. 30	June 1
<input type="checkbox"/> Estimated 2nd Quarter - Oct. 1 thru Dec. 31	Sept. 1
<input type="checkbox"/> Estimated 3rd Quarter - Jan. 1 thru March 31	Dec. 1
<input type="checkbox"/> Estimated 4th Quarter - Apr. 1 thru June 30	March 1

When requesting advance reimbursement of operating funds based on the following estimated expenses or deficits, this report must be accompanied by Form OP-10A, Request for Payment, and Form OP-10D, Request for Payment Reconciliation.

ESTIMATED ELIGIBLE OPERATING EXPENSES \$ _____

ESTIMATED PROJECT INCOME \$ _____

ESTIMATED PROGRAM INCOME \$ _____

ESTIMATED SECTION 5311 \$ _____

ESTIMATED REVENUES \$ _____

ESTIMATED OPERATING DEFICIT \$ _____

The calculation is based on an accrual method of accounting.

Prepared by: _____ _____
Date

DOWNSTATE
ACTUAL QUARTERLY FINANCIAL REPORT
 (Page 1 of 3)

NAME OF PARTICIPANT _____

FY2016: INDICATE PERIOD COVERED BY THIS REPORT TO BE FILED
NO LATER THAN

<input type="checkbox"/> Actual 1st Quarter - July 1 thru Sept. 30	Dec. 1
<input type="checkbox"/> Actual 2nd Quarter - Oct. 1 thru Dec. 31	Mar. 1
<input type="checkbox"/> Actual 3rd Quarter - Jan. 1 thru March 31	May 1
<input type="checkbox"/> Actual 4th Quarter - Apr. 1 thru June 30	Aug. 1

When requesting reimbursement of operating funds based on the following actual expenses or deficits, this report must be accompanied by Form OP-10A, Request for Payment, and Form OP-10D, Request for Payment Reconciliation.

CALCULATE ON THE ACCRUAL METHOD OF ACCOUNTING
DO NOT ROUND - PROVIDE ACTUAL CENTS

<u>Line</u> <u>Item</u>	<u>Description</u>	<u>Actual Revenue</u>
401	Passenger Fares	
402	Special Transit Fares	
405	Total Charter Service Revenue	
406	Auxiliary Revenue	
407	Non-Transportation Revenue	
407.99	Sec. 5307 Force Acct. & Admin. Cost Reimbursement	
410	Local Special Fare Assistance	
411	State Cash Grants & Reimbursements	
412	State Special Fare Assistance	-0-
413	Fed. Cash Grants & Reimbursements	
413.99	5307 Capital Funds for State Eligible Operating, JARC & NF	
440	Subsidy From Other Sectors of Operations	
TOTAL REVENUE		

NAME OF PARTICIPANT _____

ELIGIBLE OPERATING EXPENSES

<u>Line Item</u>	<u>Description</u>	<u>Actual Expenses</u>
501 .01	Operators' Wages	
.02	Other Salary/Wages	
502	Fringe Benefits	
503 .01	Management Service Fees	
.02	Advertising	
.03	Professional & Technical Services	
.04	Temporary Help	
.05	Contract Maintenance	
.06	Custodial	
.07	Security	
.99	Other Services	
504 .01	Fuel and Lubricants	
.02	Tires and Tubes	
.99	Other Materials and Supplies	
505	Utilities	
506	Casualty & Liability	
507 .01	Federal Income Taxes	
.02	State Income Taxes	
.03	Property Taxes	
.04	Vehicle License & Registration	
.05	Fuel & Lubricant Taxes	
.99	Other Taxes	
508	Net Purchased Transportation	

FORM OP-10C - Downstate
(Page 3 of 3)

NAME OF PARTICIPANT _____

ELIGIBLE OPERATING EXPENSES

<u>Item</u>	<u>Description</u>	<u>Actual Expenses</u>
509 .01	Dues & Subscriptions	
.02	Travel and Meetings	
.03	Tolls	
.04	Entertainment Expenses	
.05	Charitable Expenses	
.06	Fines & Penalties	
.07	Bad Debt Expenses	
.08	Advertising/Promotion Media	
.99	Other Miscellaneous Expenses	
511 .01	Long Term Debt Obligation	
.02	Short Term Debt Obligation	
512	Lease, Rental, Purchase Lease Payments	
Less Ineligibles*		()
Total Eligible Expenses		
Total Operating Revenues		
Total Deficit		

* Please provide breakdown of ineligible expenses

The calculation is based on the accrual method of accounting.

Prepared By: _____

Date: _____