

**RESOLUTION**

**R2022-27**

**RESOLUTION AUTHORIZING EXECUTION AND AMENDMENT OF FEDERAL 5311  
GRANT AGREEMENT**

WHEREAS, the provision of public transit service is essential to the transportation of persons in the non-urbanized areas, 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 State of Illinois, acting by and through the Illinois Department of Transportation, is authorized by 30ILCS 740/3-1 et seq. to provide the Section 5311 grant, 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.

NOW, THEREFORE, BE IT RESOLVED by the DeKalb County Board that:

Section 1. That an application be made to the Office Intermodal Project Implementation, Department of Transportation, State of Illinois, for a financial assistance grant under Section 5311 for fiscal year 2023 for the purpose of off-setting a portion of the Public Transportation Program operating deficits of DeKalb County.

Section 2. That while participating in said operating assistance program DeKalb County will provide all required local matching funds.

Section 3. The County Administrator of DeKalb County is hereby authorized and directed to execute and file on behalf of DeKalb County such application.

Section 4. That the County Administrator of DeKalb County is authorized to finish such additional information as may be required by the Office of Intermodal Project Implementation and the Federal Transit Administration in connection with the aforesaid application for said Grant.


Section 5. That the County Administrator of DeKalb County is hereby authorized and directed to execute and file on half of DeKalb County a Section 5311 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 for fiscal year 2023.

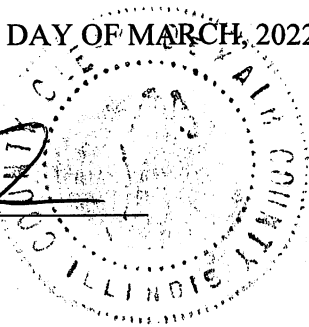
Section 6. That the County Administrator of DeKalb County is hereby authorized to provide such information and to file such documents as may be required to perform the Agreement and to receive the grant for fiscal year 2023.

Section 7. That the DeKalb County Board acknowledges the Acceptance of Special Warranty, and understands as a condition of receipt of funds under 49 U.S.C. 5311 funds, that 49 U.S.C. 5311(b) requires fair and equitable arrangement must be made to protect the interest of employees affected by assistance.

PASSED THIS 16TH DAY OF MARCH, 2022 AT SYCAMORE, ILLINOIS

ATTEST:

  
\_\_\_\_\_  
Douglas J. Johnson  
DeKalb County Clerk



SIGNED:

  
\_\_\_\_\_  
John Frieders, Chairman  
DeKalb County Board

**DeKalb County**  
**Voluntary Action Center**  
**FY 2023 Budget Application**

Voluntary Action Center (VAC) operates as a Purchased Service provider to DeKalb County under the 5311 and DOAP transportation grants. The attached OP-7 form (DOAP & 5311) summarizes VAC's expenses that are being proposed to IDOT for Fiscal Year 2022 starting July 1, 2022 through June 30, 2023 totaling \$2,471,400. In addition to VAC's expenses, DeKalb County administration is able to recover expense incurred by Interim Finance Director Robert Miller. These expenses are budgeted at \$56,000 which brings the budgeted expenses submitted to IDOT totaling \$2,527,400 for Fiscal Year 2023.

Under the DOAP, the state will contribute 65% of the total expense up to \$884,300, the remaining 35% is provided as a "match" from other funding sources that includes CARES Act, 5311 grant, and funding from other municipalities and donations.

This application requests approval for **DOAP** and **5311** Grant Funding.

<b>DOAP Funding</b>	<b>\$884,300</b>
<b>5311 Grant</b>	<b>\$372,475</b>
CARES Act Funding	\$1,000,427
Other Federal Grants	\$62,862
Local Funding*	\$111,474
Outside Sources	<u>\$95,862</u>
Total Funding/ Expense	\$2,527,400

\*Transportation portion of DeKalb County Levy & 708 Board Grant.



# Purchase of Service and Subaward Contracts



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: Incidental Purchased Transportation costs deemed an eligible expense shall be reported as a lump sum expense on Line 5100 - Purchased Transportation. 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 5200.**

If any of the requested information cannot be submitted, please explain why.

**This form must be completed FOR EACH SERVICE CONTRACTOR.**

If the applicant has more than one contractor, list the official and name below (click "+" to add more rows).

### Contractor/Subawardee Identification

Name of Operator	Phone	E-mail	
Voluntary Action Center of Northern Illinois	(815) 758-3932	erogers@vacdk.org	
Address	City	State	Zip Code
1606 Bethany Rd	Sycamore	IL	60178
Total Contract Amount			
\$2,471,400.00			

Describe the cost basis of the contract amount shown above (per ride, per hour, etc.)

Direct Reimbursement

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

Rural public transportation services for DeKalb County

Indicate number and type of vehicles used

32 vehicles used. 3 Super medium duty paratransit bus, 10 ADA-accessible mini-vans, 11 Medium duty paratransit buses, and 8 light duty paratransit buses.

### Contractor Operators Salaries and Wages/Other Costs

Number of Operators	Average Wage	Total Operator Wages
19	\$18.50	\$820,932.00
Subtotal: Operator Salaries and Wages		\$820,932.00

### Other Salaries and Wages

Job Title	No. Employees - This Position	Total Other Wages
Executive Administration	3	\$120,660.00
Dispatcher	5	\$215,067.00
Mechanic	2	\$148,091.00
Operations Administration	4	\$50,776.00
Transportation Administration	1	\$55,825.00
Subtotal: Other Salaries and Wages		\$590,419.00

### Other Expenses

Expense Type (List Below)	Estimated Costs
Fringe Benefits	\$319,484.00
Services	\$159,444.00
Material & Supplies	\$249,257.00
Utilitites	\$42,340.00

Casualty & Liability Ins	\$261,517.00
Taxes	\$3,986.00
Miscellaneous	\$12,618.00
Interest	\$3,151.00
Leases & Rentals	\$8,252.00
Subtotal: Other Expenses	\$1,060,049.00
<b>Total - All Contractor Expenses</b>	<b>\$2,471,400.00</b>

Explain any special arrangement you have with the provider (i.e. maintenance, training, vehicle housing, etc.). Use additional Sheets if necessary).


**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 entering "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.

Job Title	Direct or Indirect Staff Position		Administrative or Operating Personnel		Full or Part-Time Position	
	Direct	Indirect	Admin.	Op.	Full-Time	Part-Time
Vehicle Operator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17	3
CEO	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	
COO	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	
CFO	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	
Community Outreach Coordinator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	
Projects Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	
Operations Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	
Bookkeeper	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	
Dispatchers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5	
Mechanic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3	
Operations Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	
<b>Total Human Resource Effort (expressed in FTEs)</b>					<b>31</b>	<b>3</b>

**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.**

**Please supply copies of all contracts with the submittal of this application.**