

September 14, 2021

Re: Virtual Forum to Launch a New ACT Community Action Grants Program

To the Leaders and Stakeholders in Madison County, Illinois:

Since its inception in 1985, Agency for Community Transit (ACT) has been committed to providing transportation services and improving the quality of life for Madison County residents. That tradition continues today. Thanks to the vision and dedication of ACT's Board of Directors, we're pleased to announce a new initiative which will expand and enhance that mission.

On behalf of the ACT Board of Directors and staff, **we invite you to a virtual forum on Tuesday, September 28 to introduce a new Community Action Grants program that ACT is launching in 2022.** The Board's goal for this new program is to provide critical gap funding to eligible entities for transportation and accessibility related projects in Madison County, Illinois. Enclosed, please find an invitation with details about the upcoming virtual forum.

ACT has already developed a DRAFT grant application and scoring sheet (see attached), but we are seeking feedback from stakeholders like you regarding unmet transportation and accessibility needs. In the attached invitation we have included a few specific questions for you to consider. Your input and suggestions - either at the forum or via e-mail - will help inform the development of the ACT Community Action Grants program.

As you likely know, ACT has operated services (fixed-route buses, paratransit, MCT Trails, and ridesharing) for Madison County Transit since the mid-1980s. We are proud of the high-quality services that we have offered our residents for decades and are enthusiastic about expanding our support for the people and communities of Madison County.

Thanks for your attention. We look forward to hearing from you in the near future.

Sincerely,
A handwritten signature in black ink that reads 'SJ Morrison'. The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

SJ Morrison
Executive Director

You're Invited to Participate in an Upcoming ACT Community Action Grant Virtual Forum

WHAT: Agency for Community Transit (ACT) is launching a ***new grant program in 2022***, to provide support for ***transportation and accessibility related projects*** that enhance mobility and improve the quality of life for residents of Madison County, Illinois, especially elderly and disabled populations.

The ACT Board of Directors is inviting local officials, organizations, and key stakeholders to a virtual forum on Tuesday, September 28 to provide information about the new program and gather feedback from attendees, which will help inform the program's development.

WHEN: ***Tuesday, September 28, 2021 (two sessions offered)***
10:00 a.m. – 11:00 a.m. AND 2:00 p.m. – 3:00 p.m.

WHERE: The forum will be held virtually and can be accessed at the link below:
[Click here to join the meeting](#)
Or call in (audio only)
[+1 618-437-6446,,513448611#](#) United States, Alton
Phone Conference ID: 513 448 611#

WHO: ***Eligible Applicants Include:***

- Cities, Villages, and Townships located in Madison County, IL
- Park districts, Transit districts, and Airport districts that serve Madison County, IL
- 501(c)(3) non-profit organizations that serve Madison County, IL

DETAILS: Beginning January 1, 2022, ACT plans to begin accepting applications for its new Community Action Grant Program, which strives to provide critical gap funding for impactful projects.

- Projects must be transportation or accessibility related.
- Projects must be physically located within Madison County, Illinois.
- Project Sponsor must be an eligible applicant to receive assistance.

The details of the grant program and the application itself are still in DRAFT form, (see attached) and ACT wants YOUR input.

PURPOSE: Through this forum, ACT is hoping to gather feedback on the following questions:

- What are your community/organization's unmet transportation or accessibility needs?
- What type of transportation or accessibility related project(s) is your community/organization not pursuing due to lack of funding?
- What specific ways can ACT provide transportation related support to your community/organization?

CONTACT: For details, contact ACT's Grants Coordinator at ACTgrants@mct.org.



Community Action Grant Application - CY22

Project Sponsor: _____
(List one entity)

Project Name: _____

Applications are due January 15, April 15, July 15, and October 15, or until 100% of the CY22 grant funds are pledged, whichever is sooner. All projects are prioritized based on available funding and scoring criteria. Applications for projects with a dollar value of \$10,000 or less can be submitted throughout the year.

Project Sponsor is a:

- 501(c)(3) Non-Profit City, Village, Township Park District, Transit District, Airport District

Submit application to:

Agency for Community Transit
Attention: Grants Coordinator
1 Transit Way
Pontoon Beach, IL 62040
ACTgrants@mct.org

FOR OFFICE USE ONLY

Date and Time Received: _____

ACT Community Action Grant Information

Organizational Information: Agency for Community Transit, Inc. (ACT) is a private, non-profit 501(c)(3) agency incorporated in the State of Illinois. ACT provides transportation services for Madison County residents through the operation of fixed route and paratransit services for Madison County Transit (MCT).

Funding: ACT has committed \$2 million for the CY22 Community Action Grant with a maximum of \$100,000 per project and maximum of \$100,000 per entity each year.

Program Intent: To provide multi-modal transportation services to the people, organizations, and communities of Madison County to enhance mobility for the elderly and disabled, improve ADA accessibility, and promote alternative transportation modes to improve the quality of life of Madison County residents. ACT's Community Action Grant intends to provide technical and financial assistance and assist in securing funds for impactful transportation related projects.

Submittal Details: Applications are due January 15, April 15, July 15, and October 15, or until 100% of the CY22 grant funds are pledged, whichever is sooner. All projects are prioritized based on available funding and scoring criteria. Applications for projects with a dollar of \$10,000 or less can be submitted throughout the year.

ACT will review each application and provide notification of the Board of Directors decision to approve or deny requested funding.

Eligible Applicants: The following entities are eligible to apply:

- City, Village, or Township located in Madison County, Illinois.
- 501(c)(3) non-profit organizations, parks districts, transit districts, and airport districts which are based in and/or provide service within Madison County, Illinois.

Ineligible Applicants: Universities/colleges, schools/school districts, special taxing districts, and Madison County government are not eligible to apply.

Examples of Eligible Project Types: Transportation / Bicycle / Pedestrian / ADA Accessibility Improvements / and Related Projects

- Purchase of an accessible vehicle for transporting the public, and not eligible for MCT's program.
- Funds to operate a vehicle used to transport the public
- Purchase of MCT fare products for distribution
- Funds to support free rides on MCT for a given period
- Construction of an ADA accessible bus stop and/or sidewalk
- Construction of wheelchair ramps or other ADA improvements
- Funds to provide shuttle service for community festivals and events
- Addition of amenities or safety features to a bus stop
- Construction or improvement of a trail or shared use path
- Construction of a connector to a MCT Trail
- Addition of amenities, enhancements, or safety features to a shared use path or bike trail
- Flashing beacons or other equipment to facilitate safe bicycle/pedestrian crossings
- Funds to support a bicycle or pedestrian event
- Development of a bicycle/pedestrian master plan
- Bicycle/pedestrian marketing and/or education materials
- Support for a program which promotes bicycle/pedestrian development, safety, or education
- Funds to purchase and/or distribute helmets or other bicycle safety gear
- Funds for land acquisition to allow a community to build a trail.
- Funds to provide services for elderly and disabled residents.
- Funds for transportation services for youth programs.

Eligible Project Components

- Projects eligible include, but are not limited to, acquisition, development, restoration, education, maintenance, planning, programmatic, or operations expenses.

Ineligible Project Types: Projects which are neither transportation related OR accessibility related are NOT eligible for assistance. Sidewalks that are not ADA accessible OR shared use paths are NOT eligible. Parks and roadways are NOT eligible. Non-ADA accessible vehicles are NOT eligible.

Project Scope and Budget: Project Sponsors should make every effort to obtain an accurate project scope and budget for their application. Changes to scope must be approved by ACT prior to implementation to ensure reimbursement.

Application Process: Upon receipt of application, ACT staff will score the application for presentation of the information to the ACT Board. The board will review and take action at its next regular Board meeting. If approved, a Project Agreement will be sent to the applicant for execution.

The project period begins upon the date the last person signs the Project Agreement. Expiration of the Project Agreement will be based upon the type and circumstances of the project.

Costs incurred prior to a fully executed Project Agreement are ineligible for reimbursement, unless at the discretion of ACT's Board, such costs are specifically approved. ACT reserves the right to terminate the Project Agreement if the Project Sponsor fails to start the project within one (1) year of the Project Agreement's execution date. The Project Sponsor shall make reasonable and timely progress on the project and advise ACT of project's status on a regular basis. Projects not completed, in whole or in part regardless of reason, may be ineligible for funding in future ACT grant cycles.

Awarded Funds: Funds approved by the Board may be used toward the local match for transportation related projects or used toward 100% of the project's cost. The ACT Board reserves the right to fund smaller portions of projects than requested. Use of funds must be approved by the ACT Board.

Reimbursement: Payment by ACT shall be made on a reimbursement basis for a completed project. The Project Sponsor shall complete and submit an ACT Grant Reimbursement Request Form along with applicable supporting documentation. Final inspection and acceptance of the completed project must be made by an ACT representative for reimbursement to be issued. ACT's payment will be made payable to the Project Sponsor.

Application Checklist

A complete ACT Community Action Grant Application for CY22 should contain an application and each of the following required components, in this order:

- Project Scope: Written narrative describing the project.
- Cost Estimate: Bids, quotes, or documentation supporting the estimated project costs identified within the application.
- Project Timeline: Timeline for the project along with an estimated start date and completion date.
- Project Location Map, when relevant.
- Project Photos, when relevant.
- Certification Statement found on page 7 of this application signed by the Mayor, Board President, or Chief Executive of organization or department

DRAFT

Application Form

Please fill out this form in its entirety. Incomplete applications will not be considered for funding.

1. Project Sponsor (list only one entity): _____

501(c)(3) Non-Profit City, Village, Township Park District, Transit District, Airport District

2. Project Sponsor Address: _____

3. Project Sponsor FEIN: _____

4. Project Title: _____

5. Project Address/Location: _____

6. Project Contact Name and Title: _____

7. Project Contact Address: _____

8. Project Contact Phone: _____

9. Project Contact Email: _____

10. Is the project located within Madison County? Yes No

11. Estimated project completion date (month and year): _____

12. Total Estimated Project Cost: \$ _____

13. Requested ACT Grant: \$ _____

14. Is the proposed project a transportation related project that enhances existing public transportation services or improves access to the MCT Trails? Briefly explain.

15. Will the proposed project make a significant impact on the residents in the community? Briefly explain.

16. Does the proposed project have local support in the form of Board action and/or contributions of funds? If yes, describe support and/or funds.

17. Does the proposed project leverage funds from local, state, federal, or other grant programs? If yes, provide information on funding.

18. Does the proposed project improve ADA accessibility within the community? If yes, describe how.

19. Does the proposed project benefit a Title VI community and/or a low-income community? This data can be found on the US Census website. For assistance or questions contact the Grants Coordinators.

- Title VI Low Income Title VI & Low Income

DRAFT

Certification Statement

In WITNESS WHEREOF, the undersigned parties have caused this grant application to be executed by their duly designated and authorized representatives.

I do hereby certify that I have the legal authority to represent the Project Sponsor and submit this grant application on behalf of the Project Sponsor and that the information presented in this grant application and the referenced attachments are true and correct. I do further certify that the project will be completed in accordance with the provisions set forth in this grant application and the ACT Project Agreement and that the Project Sponsor has the financial resources to fund one hundred percent (100%) of the proposed project costs. The award may be less than what is requested but may not exceed the amount requested. It is understood that the project must be completed within the timeframe established in this application and the Project Agreement, and the reimbursement request must be submitted within ninety (90) days of project completion, unless extenuating circumstances prevent such a request and are discussed with and approved by ACT. Failure to do so will result in the Project Sponsor forfeiting all project reimbursements and relieves ACT from further payment obligations of the grant.

(Certification must be signed by Mayor, Board President, or Chief Executive of organization or department)

Project Sponsor: _____

Print Name: _____

Print Title: _____

Signature and Date: _____

Attested by: _____

Signature and Date: _____

DRAFT

[This space left intentionally blank.]

Project Agreement

This Project Agreement is entered into on ____ day of _____, 20____ between **AGENCY FOR COMMUNITY TRANSIT (“ACT”)** and _____ (“**Project Sponsor**”).

Whereas the Project Sponsor has submitted an application to ACT for the Community Action Grant concerning the project named _____ . Whereas this grant is for the exclusive purpose of supporting the Project Sponsor’s transportation related project within Madison County, Illinois. Now, therefore, ACT has approved the project and agrees to award a grant for the sum of _____ dollars (\$_____). The Parties to this Project Agreement agree to the following:

Execution & Termination: The project period begins upon the date the last person signs this Project Agreement. Expiration of this Project Agreement shall be _____. Costs incurred prior to a fully executed Project Agreement are ineligible for reimbursement. ACT reserves the right to terminate this Project Agreement if the Project Sponsor fails to start the project within one (1) year of the Project Agreement’s execution date. The Project Sponsor shall make reasonable and timely progress on the project and advise ACT of project’s status on a regular basis. Projects not completed, in whole or in part regardless of reason, may be ineligible for funding in future ACT grant cycles.

Reimbursement: Payment by ACT shall be made on a reimbursement basis for a completed project. The Project Sponsor shall complete and submit an ACT Grant Reimbursement Request Form along with applicable supporting documentation. Final inspection and acceptance of the completed project must be made by an ACT representative for reimbursement to be issued. ACT’s payment will be made payable to the Project Sponsor.

Financial Records: All funds expended by the Project Sponsor in conjunction with the project must comply with Local, State, and Federal laws pertaining to the expenditure of public funds. Documentation of project costs and payments may be requested by ACT. All project records must be maintained for a period of no less than five (5) years, or longer if required by law.

Acknowledgment: Upon ACT Board approval of the Application and receipt of the executed Project Agreement with ACT, all press/public communications in reference to the project by the Project Sponsor shall state that it is funded in-part by ACT. Acknowledgment must be included in any publicly shared drafts of the plan, as well as the final version. To satisfy this requirement, the Project Sponsor must insert, where deemed appropriate, ACT’s logo.

Insurance: Project Sponsor and any contractor hired or retained by the Project Sponsor in connection with this project shall maintain all necessary insurance in full force and effect throughout the term of Project Agreement.

Indemnification: The Project Sponsor and contractors shall indemnify, defend, and hold harmless ACT, its board members, employees and agents from all claims, liabilities, obligations, and causes of action in connection with this Project.

Assignment: Project Sponsor agrees that this Project Agreement shall not be assigned or transferred without the written consent of ACT and that any successor to the Project Sponsor’s rights under this Project Agreement will be required to accede to all of the terms, conditions and requirements of the Agreement as a condition precedent to such succession.

Amendment: The parties agree that no change or modification to this Project Agreement shall be of any force or effect unless the amendment is dated and is reduced to writing and executed by both parties.

Compliance with Law: The Project Sponsor shall comply with all applicable laws, ordinances, and codes of the United States, the State of Illinois, and local governments, including, but not limited to, Title VII of the Civil Rights Act of 1964, and no person shall, on the grounds of race, color, national origin, sex, age, religion, sexual orientation, veteran status, or disability be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any grant, program, or activity for which the Project Sponsor receives assistance from ACT. Project Sponsor acknowledges that it has performed due diligence to assure its Project complies with the requirements of the Americans with Disabilities Act of 1990.

On behalf of Project Sponsor, I understand this fully executed agreement serves as a Notice to Proceed and agree to the foregoing terms and conditions of the ACT Community Action Grant, and hereby certify my authority to execute this agreement.

Project Sponsor:

(Printed Name and Title)

(Signature of Authorized Representative)

(Date)

Agency for Community Transit:

Steven J. Morrison, Executive Director

(Signature of Executive Director)

(Date)

AGENCY FOR COMMUNITY TRANSIT GRANT APPLICATION SCORING SHEET

Project Title: _____

Project Sponsor: _____

Date of Submission: _____

Date Scored: _____

The following areas should be scored based upon details in the grant submission by the Project Sponsor. A). All Points = Meets Expectations B). Half Points = Partially Meets Expectations C). No Points = Does Not Meet Expectations	Max Points Available	Grade	Points Awarded
Project Applicability: The proposed project is a transportation related project within Madison County, Illinois that enhances existing public transportation services or improves access to the MCT Trails.	20		
Project Impact: Project will make a significant impact on the residents in a community.	20		
Local Support: Project Sponsor provides evidence of local support in the form of Board action and/or contribution of funds.	20		
Leveraging Funds: Project leverages funds from local, state, federal, or other grant programs.	16		
ADA Accessibility: Project improves ADA accessibility within the community.	10		
Minority & Low-Income Equity: Project benefits a Title VI community and/or a low-income community.	8		
Geographic Equity: Project is located in a geographic area that has not received ACT grant funds this funding cycle.	6		
TOTAL	100		

Amount Requested: _____ **Amount Recommended:** _____

Rationale: _____

ACT BOARD ACTION:
Date of Review: _____ Approved/Denied: _____
Amount Approved: \$ _____
Board of Director Notes: _____
