



# Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

April 21, 2022

Ms. Mimi Hutchinson  
Champaign County RPC  
1776 E. Washington St.  
Urbana, IL 61802

Dear Ms. Hutchinson:

As part of the FTA 5311 Program administered by Illinois Department of Transportation, Office of Intermodal Project Implementation, Grantees are required to adhere to a wide range of Federal and State Regulations from financial to civil rights and everything in between. One topic that has detailed federal requirements is Procurement, essentially purchasing goods or services when using federal funding.

After reviewing Champaign County's Procurement Policy, it has been determined it does not meet program requirements. The Regional Planning Commission is listed in the Exception section of the County Policy, and therefore, the RPC policy was reviewed as well; the same conclusion was achieved.

For Champaign County to be compliant as the direct recipient of federal grants funds in support of CCARTS, an FTA/IDOT approved procurement policy must be adopted. Fortunately, we are pleased to provide you with a template that requires very little editing to tailor the policy to Champaign County. The current procurement policies for the County and RPC can and should remain in place. This new policy will be specific to public transportation. Most grantees have an agency specific policy and use this template for transit specific purchases, so it is common practice.

To provide source documents for this request, you may reference your FY22 Contract OP-22-05-FED which includes a procurement section and elements are referenced throughout the agreement. Other great resources are FTA Circular 9040.1F, "Nonurbanized Area Formula Grant Program" and FTA Circular 4220.1F, "Third Party Contracting Requirements."

If you have any questions regarding the above, please feel free to contact me at [David.Schafer@illinois.gov](mailto:David.Schafer@illinois.gov) or 217-782-4981.

Sincerely,

A handwritten signature in blue ink, appearing to read "David J. Schafer".

David J. Schafer  
Program Manager  
Bureau of Transit Operations