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**Office of
State's Attorney
Champaign County, Illinois**

May 5, 2022

MEMO to the Champaign County Highway and Transportation Committee

Dear Highway and Transportation Committee,

On April 21, 2022 the Illinois Department of Transportation (IDOT) sent the attached letter to our county staff in the C-CARTS program. See letter.

The gist of the situation is that grantees who receive funding from the Federal Transit Administration (FTA) must, per federal law, have a procurement policy which meets the requirements of a wide range of federal regulations specific to FTA-funded projects. Per their April letter, IDOT has recently determined that Champaign County's existing procurement policy does not meet those requirements. As stated in their letter, "For Champaign County to be compliant as the direct recipient of federal grant funds in support of C-CARTS, an FTA/IDOT approved procurement policy must be adopted."

Thankfully, IDOT has provided a template policy *specific to FTA-funded projects* which will satisfy the policy requirements. The adoption of this FTA-specific procurement policy is applicable *only* to FTA-funded public transit projects, and C-CARTS is the only such program currently underway in Champaign County. As noted by IDOT in their letter, having an FTA-specific policy is common practice and there is no need to amend the County's existing general-purpose purchasing policy. County staff has worked to adopt the IDOT-provided template for the County's use, and that is the proposed policy presented now to the committee.

Unfortunately, time is of the essence, because if a new procurement policy is not approved by the county board and put in place in May 2022, C-CARTS will likely miss out on funding opportunities for which C-CARTS has already applied and which have imminent upcoming deadlines. Your prompt attention to this matter is appreciated.

Sincerely,
Matt Banach
Chief of the Civil Division
Champaign County State's Attorney's Office