

5311 Rural Transit Program 2018 Guidebook and Application Webinar

Funding Period
October 1, 2018 – September 30, 2020

Presentation by ADOT Staff
January 2018

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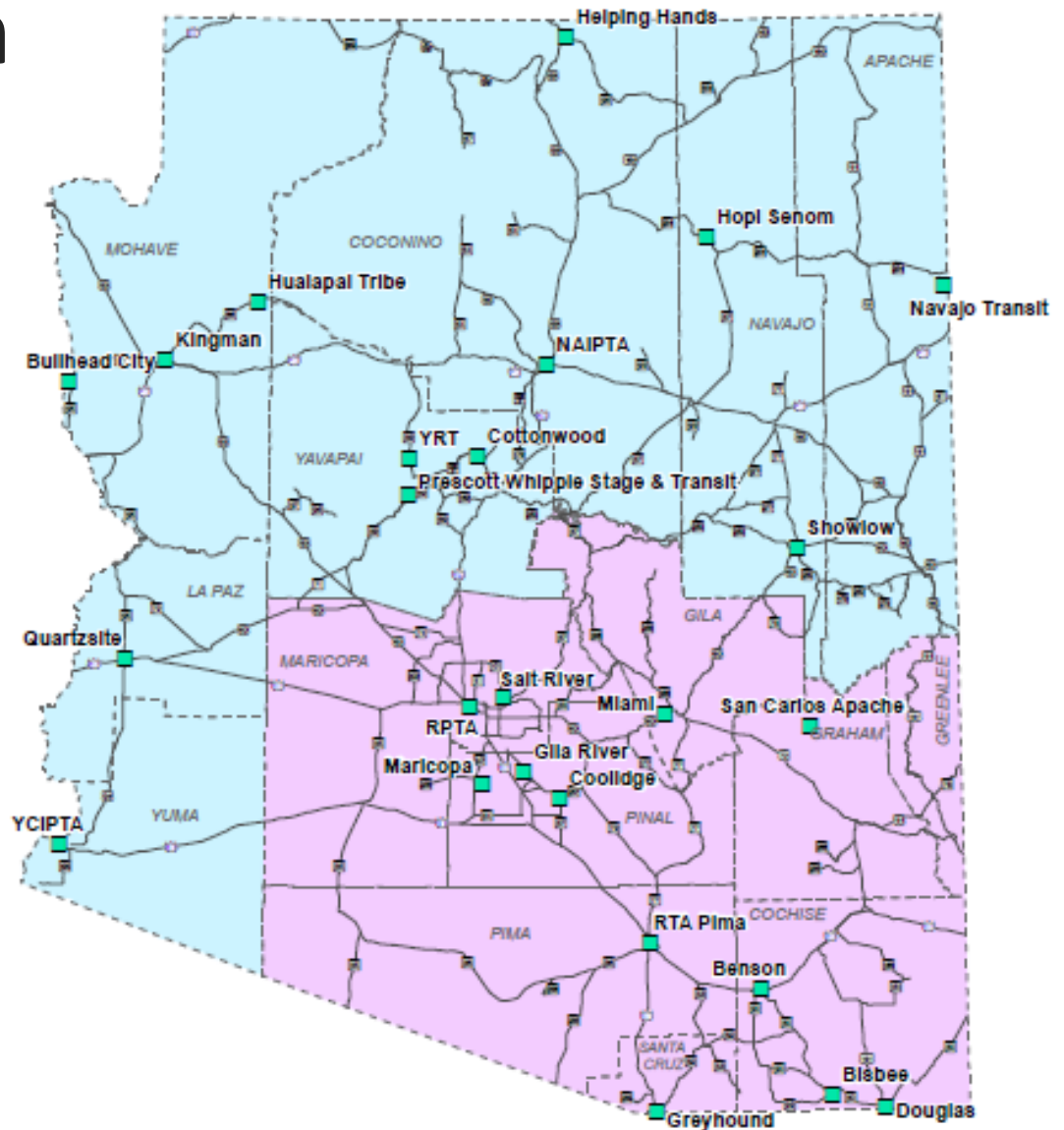
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Agenda

- ▶ Introduction
- ▶ Title VI Civil Rights and ADA requirements
- ▶ 5311 Guidebook
 - Policy Changes for 2018
 - Budgeting for the 2-year grant cycle
 - Application requirements
 - Public Notice requirements
- ▶ 10 min break
- ▶ E-grants overview
- ▶ Questions & Answers

Arizona Department of Transportation Civil Rights Office

- ▶ Title VI and ADA Compliance for ADOT FTA Subrecipients



Learning Objectives

- ❑ Understand the basics of Title VI and ADA
- ❑ Title VI and ADA compliance in practice



What is Title VI?

Title VI is a federal law that prohibits discrimination on the basis of race, color, or national origin in federally assisted programs & activities.

The law specifically states:



“No person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance.”

—Civil Rights Act of 1964

Title VI - Basics

What is the law?

Civil Rights Act of 1964

Title I – Voting Rights

Title II – Discrimination in Public Accommodations

Title III – Desegregation of Public Facilities

Title IV – Desegregation of Public Education

Title V – Commission on Civil Rights

Title VI – Non Discrimination in Federally Assisted Programs

Title VII – Equal Employment Opportunity

Execution of Title VI of the Civil Rights Act of 1964

- ▶ 49 Code of Federal Regulations Part 21
(Nondiscrimination in Federally-Assisted programs of DOT)
- ▶ FTA Circular 4702.1B (Title VI Requirements and Guidelines)

Title VI - Roles and Responsibilities

FTA

- ▶ Provides stewardship and oversight
- ▶ Approves Title VI Programs and conducts process reviews
- ▶ Provide policy and technical assistance training

State DOTs (Primary Recipients of FTA funds)

- ▶ Perform required actions under FTA C 4702.1B
- ▶ Submit a triannual Title VI Program to FTA
- ▶ Conducts external reviews
- ▶ Process and investigate complaints against subrecipients

Title VI Roles and Responsibilities

ADOT FTA Subrecipients

Shall develop a Title VI Program to be submitted for review by the primary recipient (ADOT) on a schedule determined by ADOT. (During funding applications cycles)

Title VI Roles and Responsibilities

A Title VI Program for submission shall include:

- Title VI public notice.
- Title VI complaint procedures.
- Title VI complaint form.
- A record of any public transit-related Title VI investigations, complaints, or lawsuits filed with the subrecipient.

Title VI Roles and Responsibilities

Subrecipients shall...

- **Public Participation Plan** that includes an outreach plan to engage minority and Limited English Proficient (LEP)* populations, as well as a summary of outreach efforts made since the last Title VI Program submittal.
- **Language Assistance Plan** for providing language assistance to LEP persons, based off of DOT LEP guidance.*
- ***If applicable*** a table depicting the membership of non-elected committees and councils, the membership of which is selected by the subrecipient, broken down by race, and a description of the process the agency uses to encourage the participation of minorities on such committees.

Public Participation Plan

Recipients have wide latitude to determine how, when, and how often specific public participation activities should take place, and which specific measures are most appropriate based on:

- Demographic analysis of the population affected
- The type of plan and or program, and/or service under consideration and
- The resources available of your agency

Public Participation Plan

Plans should also reflect efforts to involve minority and Limited English Proficient (LEP) populations in public participation activities through measures such as:

- Placement of public notices or handouts at all transit stations, stops, and vehicles
- Coordination with community- and faith-based organizations, educational institutions, and other organizations to implement public engagement strategies that reach out specifically to members of affected minority and/or LEP communities
- Public interaction and announcements through Agency websites

Language Assistance Plan

Recipients have considerable flexibility in developing a Language Assistance Plan, or LEP Plan. An LEP Plan shall, at a minimum:

- Include the results of the **Four Factor Analysis**, including a description of the LEP population(s) served
- Describe how the recipient provides language assistance services by language
- Describe how the recipient trains employees to provide timely and reasonable language assistance to LEP populations
- Describe how the recipient provides notice to LEP persons about the availability of language assistance
- Describe how the recipient monitors, evaluates and updates the language access plan

Language Assistance Plan

Vital documents

After completing the Four Factor Analysis, a recipient may determine that an effective LEP plan for its community includes the translation of vital documents into the language of each frequently encountered LEP group eligible to be served and/or likely to be affected by the recipient's programs and services. **Vital documents include, but are not limited to:**

- Consent and complaint forms
- Written notices of rights
- Decreases in benefits or services
- Notices advising LEP individuals of free language assistance services
- Other documents that provide access to essential services your agency provides

Failure to translate these vital documents could result in a recipient denying an eligible LEP person access to services and discrimination on the basis of national origin.

Title VI Roles and Responsibilities

Subrecipients shall...

- Provide the process of how they monitor any subrecipients, *if any* for compliance with Title VI and a schedule of subrecipients Title VI Program submissions.
- Conduct a Title VI equity analysis if the subrecipient has constructed a facility, such as a vehicle storage facility, maintenance facility, operation center, etc.

And lastly....

- A copy of board meeting minutes, resolution, or other appropriate documentation showing board approval or governing entity responsible for policy decisions reviewed in the Title VI Program.

The Americans with Disabilities Act (ADA) of 1990

The ADA is a federal civil rights law that protects qualified individuals with disabilities from discrimination and provides for equal access. The ADA gives civil rights protections to individuals with disabilities like Title VI, prohibits the denial of services or benefits on specified discriminatory grounds.

Title II of the ADA

Prohibits discrimination against qualified individuals with disabilities in all programs, activities, and services and clarifies the requirements of Section 504 of the Rehabilitation Act of 1973, as amended, for public transportation systems that receive federal financial assistance, and extends coverage to all public agencies that provide public transportation, whether or not they receive federal financial assistance.

Elements Reviewed in Policies/Procedures

- Equivalent Services
- Maintenance of Accessible features
- Transporting and Securing wheelchairs
- Vehicle boarding and disembarking
- Use of portable oxygen/respirator equipment
- ADA related complaints
- Service Animals
- Personnel Training

Compliance Includes

Ensuring services, vehicles, and facilities are accessible to and usable by individuals with disabilities.

Reasonable accommodations/modifications in policies, practices, or procedures when necessary to avoid discrimination.

Processing complaints in accordance with established procedures.

Discussion

Questions & Comments?

Please Contact Us

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ADOT 5311 Key Dates

ADOT Publishes NOFA	December 21, 2017
5311 Application Opens in E-grants	January 8, 2018
Application Deadline	February 21, 2018, 5:00 pm MST
Agency time to cure	March 8 – 15, 2018
Budget discussions with subrecipients	April 2 – 18, 2018
Preliminary notice of awards	May 2018
Final award (Exhibit A)	September 2018*
Federal Fiscal Year Begins	October 1, 2018

**Date anticipated, but subject to change. Awards are dependent on FTA approval of ADOT grant application.*

ADOT 2018 5311 Program Guidebook

- ▶ To Follow Along See: www.azdot.gov/transitprograms
- ▶ Then Select Program Handbooks, Applications, and Awards
- ▶ Then pick the Program Guidebook in the 5311 section.

Program Handbook,
Applications and Awards

5311 Rural Public Transportation Program

- [FFY 2018 Section 5311 Notice of Funding Availability \(NOFA\)](#)
- [5311 FFY 2018 Funding Cycle Section 5311 Guidebook](#)
- [2017 5311 Implementation Workshop Presentation](#)
- [Billing Summary Report](#)
- [5311 Rural Transit 2017 Preliminary Notice of Award Year 2](#)
- [FFY 2016 Funding Cycle Section 5311 Program Guidebook](#)
- [FY 2016 Section 5311 Budget Worksheets](#)



5311 Rural Transit Program

- ▶ The Multimodal Planning Division (MPD) of the Arizona Department of Transportation (ADOT) administers the Federal Transit Administration (FTA) Formula Grants for Rural Areas Program commonly known as the Section 5311 Program or as the Rural Public Transit Program.
- ▶ The Section 5311 Program provides funding to support the administrative, operating, intercity operating and capital, capital and planning costs of operating **public transit services** in rural areas.
- ▶ Funds may be used only to support **public transit service** in Non-Urbanized Areas, (<50,000 in population)
- ▶ Grants are available on a competitive basis to address the mobility needs of the **general public**
- ▶ Annual apportionment from FTA approximately \$12M

2018 Policy Changes, pg. 5

POLICY CHANGES (Effective December 2017)

POLICY SUBJECT	CHANGE
E-Grants	The application has been updated on the following pages: Program Management, System Characteristics, Vehicle Page, Other Capital Requests, Budget, and the Grant Agreement. The majority of the application can be carried forward from prior year. Please review and update every page prior to submission.
Preventive Maintenance	Preventive Maintenance may be placed under the Other Capital Section of the application. It does not need to be included with the Operating budget for purposes of calculating the Administration/ Operating ratio. See PREVENTIVE MAINTENANCE in ELIGIBLE PROJECT EXPENSE AND REVENUE CATEGORIES Section.
Complementary Paratransit	Complementary Paratransit may be placed under the Other Capital Section for the application. Programs operating complementary paratransit are now eligible for reimbursement at a 90/10 ratio. See COMPLEMENTARY PARATRANSIT in ELIGIBLE PROJECT EXPENSE AND REVENUE CATEGORIES Section.
Reimbursement Requests	The 2018 application reimbursements must be submitted monthly for the entire 2 years.

2-Year Budget Cycle, pg. 7

- ▶ 2018 5311 Grant covers the period:
 - October 1, 2018 – September 30, 2020

Year 1	October 1, 2018 – September 30, 2019
Year 2	October 1, 2019 – September 30, 2020

Unused funds awarded in Year 1 will roll over into Year 2.

All funds awarded in Year 1 and Year 2 (including capital) will **EXPIRE** September 30, 2020.

2-Year Budget Cycle, pg. 7

While ADOT awards for 2 years, FTA awards annually. Grantees will be awarded an anticipated 1 year portion of funding in the first year. Grantees in good standing will have their 2nd year of the program amended to adjust for the remaining second year. ADOT will amend the awards towards the end of the 1st year to fund the remaining planned award for the 2nd year based on the applications and the budget discussion as well as where the Subrecipient is in their use of the funds. This will be done by a revision to the Exhibit A.

A 2 year budget spreadsheet should be attached to the budget page to demonstrate the desired fund allocations in each year. In this way the applicant may show the funding needed for each year and when the capital funds would most likely be expended. The local match from the Subrecipient must be committed for the full portion of the awarded exhibit A. The initial award is meant to cover the 1st year of administrative and operating expenses as well as any capital awarded. The amended 2nd year of funding will increase the total award, but ADOT recognizes that the local match for the first year was supported and expended per the grantee's reimbursements and does not require the full two years of the local match to be available towards the program at any one time. The 2 year budget allows applicants to demonstrate preferred funding by year. (See Budget page in E-grants 5311 application)

The switch to a 2 year funding cycle allows ADOT to better manage the grant funds from FTA as well as to more fully support the Rural Transit Grantees.

Budget Worksheet

► 2-year Budget Worksheet

Clipboard	Font	Align	
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ORGANIZATION NAME			
DATE PREPARED			
	Year 1 Total Budget	Year 2 Total Budget	Total Combined Year 1+2 Budgets
ADMINISTRATION			
Administrative Supplies	-	-	-
Administrative Staff	-	-	-
Administrative Overhead (COB)	-	-	-
Administrative Equipment	-	-	-
Financial Staff	-	-	-
Fringe Benefits (Admin)	-	-	-
General Liability Insurance	-	-	-
HR / Employee Recruitment	-	-	-
In-kind (Administration)	-	-	-
Management Support	-	-	-
Management / Contractor Fee	-	-	-
Marketing / Advertising	-	-	-
Phones / Internet	-	-	-
Postage	-	-	-
Printing	-	-	-
Professional Services	-	-	-

<https://www.azdot.gov/planning/TransitProgramsandGrants/program-handbook-applications-and-awards>

5311 Rural Public Transportation Program

- FFY 2018 Section 5311 Notice of Funding Availability (NOFA)
- 5311 FFY 2018 Funding Cycle Section 5311 Guidebook
- FY2018_5311_budget_worksheets

E-grants, pg. 8

Hands on workshops
Flagstaff – January 17
Tucson – January 23

- ▶ The 5311 Application is managed through e-grants. E-grants roles, pg. 8

E-Grants User Roles:

1. *Organization Administrator* – The Organization Administrator is the person responsible for ensuring that their organization information and the users access stays current. If an employee leaves, the Organization Administrator can remove their access. This role can perform all other functions allowable in the system including starting, writing, and submitting grants, reports, and reimbursement requests.
2. *Authorized Official* – This role can perform all functions allowable in the system including starting, writing, and submitting grants, reports, and reimbursement requests. This role cannot modify or eliminate access for the organization in the system, but can do all other functions.
3. *Financial Officer* – This role can start, and write grants and reimbursement requests. (Financial Officers cannot submit grants, but can submit reimbursement requests.)
4. *Grant Writer* — This role can start, and write grants. Grant Writers are limited to the application function.
5. *View Access* — This role can see applications, but cannot actively save or edit the system.
6. *Attorney* — This role was designed to allow an attorney access to the contracts for signature purposes. Attorneys can save and view the contracts. They also receive notices pertaining to the contracts, such as a completed contract when it is executed. Attorneys can see all of the application, and may be actively participating, but they cannot submit the contract or work on reimbursement requests.

Subrecipient Responsibilities

Responsibilities	Location in 5311 Guidebook
See E-Grants User Roles—All Agencies must have an Organization Administrator	Pg. 8
Project Eligibility	Pg. 8
Intercity—Private Operators	Pg. 9
Timing Clarification for Transfer of funding from ADOT to FTA for Tribes	Pg. 10
Transit Advisory Committee (TAC)—Allows for community input and flexibility	Pg. 10

Private Operators Involvement, pg. 12

Public and Private Sector Involvement

Section 5311 grantees must provide ways for active public involvement in the transit decision-making process. This is accomplished through the TAC, through public hearings, and other local government's citizen participation processes. *Public Involvement is required as part of the Section 5311 grant process.*

As part of this process, private sector transportation providers must be notified of the agency's intent to apply for Federal transit funding and be given an opportunity to comment. The transportation network in rural Arizona includes both publicly funded and private for profit services. Most often, private carriers in Arizona serve intercity needs, provide tour services or operate local taxi services. Both public and private sector services are valuable components of a comprehensive passenger transportation network and private operators must be given an opportunity to participate in the development of public transportation services, to the extent feasible.

- ▶ Reasonable provider notice—can be sent via email if return receipt provided via email.
- ▶ Grantees must conduct Public Outreach

Application and Evaluation Process, pg. 13

- ▶ Must demonstrate benefit to Rural areas.
- ▶ The applications are ranked by the following criteria:
 - Appropriateness and Effectiveness of Service
 - Benefit to Rural Community
 - Financial and Managerial Capability
 - Local Commitment to Transit and Accessibility
 - Safety and Training
 - Coordination
- ▶ Priorities for Existing Systems—Partnerships

Program Maintenance	Program Growth	Capital Investment
Maintain investment in administration and operations at least at the previous year's level recognizing economic factors such as decreased state and local revenues, inflation and conservation.	Capacity for individual program growth to meet local community needs as well as state program growth to ensure new program entry based upon the application review process.	Provide long term program capacity to meet annual variations in capital purchases without impacting administration and operations budgets.

Appeal Process, pg. 13

- ▶ Applicants are provided an opportunity to appeal funding decisions
- ▶ The appeal must be submitted within ten business days of the preliminary notice of award.

Letters of appeal must clearly identify the applicant, contact person, address, phone number, project description and grounds for appeal.

Letters of appeal must be submitted within ten business days of notification of award. Submit the appeal via email to your assigned program manager.

Local and In-Kind Match pg. 14

In-kind Match must be documented in the application and approved by ADOT. In-kind contributions may be used toward the local match only if the recipient formally documents the value of each non-cash share, and if this value represents a cost that would otherwise be eligible under the project. The net project cost must include the value of any in-kind contributions included in net project cost to the extent it is used as local match. In-kind match for Intercity funding must provide documentation of the in-kind miles being used as part of the application. ADOT must provide the Intercity in-kind match documentation to FTA as part of the federal grant application.

- ▶ Intercity In-kind is part of the application and must be uploaded into e-grants
- ▶ In-kind is allowable for construction and must be included at the time of application.

Local Match Ratios pg. 15

Local Match Ratios	Maximum Federal Share	Minimum Local Share
Project Administration	80%	20%
Project Operating*	50% - 58%	50% - 42%
Capital (Sliding Scale / STP Flex)*	80% - 90%	20% - 10%
Preventive Maintenance	80%	20%
Complementary Paratransit	90%	10%
Planning	80%	20%
Training (RTAP Pre-Approved)	100%	0%

**Sliding Scale may be applied. ADOT will determine ratio during budget award review*

Complementary Paratransit, pg. 16

- ▶ 90/10 Match Ratio
- ▶ Applicants must have a current Complementary Paratransit plan, approved by ADOT
- ▶ Applicants may apply for funding for a Complementary Paratransit Plan in Year 1 and operating funds for Complementary Paratransit in Year 2
- ▶ Applicants must be able to demonstrate how the costs of delivering Complementary Paratransit are kept separate from other operational expenses.

Complementary Paratransit, pg. 16

- ▶ <http://nationalrtap.org/adatoolkit/ADA-Complementary-Paratransit>
- ▶ ADA complementary paratransit service must be comparable to the fixed route service in a number of areas.
- ▶ Geographic area of service – transit systems that run fixed routes must also provide ADA complementary paratransit service within $\frac{3}{4}$ mile on either side of the fixed route; this is considered to be the maximum distance a rider would travel to reach a bus or train stop.
- ▶ Response time –the paratransit ride may not be provided more than an hour before or after the requested time.
- ▶ Fare- the one-way paratransit fare may be no more than twice the full fixed route fare for a similar trip. A rider's personal care attendant may not be charged a fare. However, at least one additional accompanying individual must be permitted to board and will be required to pay the same fare as the rider (additional companions may accompany the ADA-eligible customer, if space is available).
- ▶ Hours and days of service—ADA paratransit service must be provided on the same days and during the same hours as fixed route service.
- ▶ Trip purpose—there may be no restrictions or priorities based on trip purpose. Service must be provided regardless of the nature of the trip.

Complementary Paratransit, pg. 16

- ▶ <http://nationalrtap.org/adatoolkit/ADA-Complementary-Paratransit>
- ▶ **Prohibited Capacity Constraints**
- ▶ You cannot have capacity constraints in ADA complementary paratransit service. Under the ADA, capacity constraints are defined as any operational patterns or practices that significantly limit the availability of service to ADA paratransit eligible individuals (Section 37.131 f). Capacity constraints include:
 - ▶ Limits on the number of trips an individual may make, or trip waiting lists.
 - ▶ Denying trips.
 - ▶ Long telephone hold times for trip reservations.
 - ▶ Substantial numbers of excessively long trips.
 - ▶ Substantial numbers of significantly untimely pickups.
 - ▶ Due to high demand for ADA paratransit service and limited resources, this tends to be where most transit systems have difficulty in complying with the complementary paratransit regulations. Rigorously managing demand through the eligibility process is a way to combat capacity constraint issues

Intercity pg. 17

Intercity and Intercity Feeder Service– Both the Intercity and Intercity Feeder Routes are awarded as Intercity by ADOT. Intercity Routes are between two urbanized areas not close together. Intercity feeder routes are from a rural to an urban or connect from a rural to an Intercity Route. These routes must connect to a larger Intercity network. If the route does not connect, it will not be considered for Intercity funding. The marketing materials and websites must indicate that this is an intercity or intercity feeder route. These routes have limited stops in the communities they serve and must allow passengers to carry baggage. ADOT awards 15% of its formula funds to Intercity per FTA requirements. ADOT will not fund intercity routes that do not demonstrate a significant benefit to rural communities. As with all programs, ADOT funds the deficit of the operating expenses after the fare has been deducted. See Operating for eligible expenses.



Preventive Maintenance, pg. 18

- ▶ ***Preventive Maintenance*** — All activities, supplies, materials, labor, services, and associated costs required to preserve or extend the functionality and serviceability of the asset in a cost effective manner, up to and including the current state of the art for maintaining such asset. Preventive Maintenance is eligible for vehicles, and building components and systems.
- ▶ ***Applying for Preventive Maintenance***—Preventive Maintenance may be capitalized if sufficient grant funds are available. The match ratio for capitalized Preventive Maintenance is 80/20. Otherwise, it will be a part of the operations budget.

Sub-Recipients' Responsibilities, pg. 19

MONTHLY

Reimbursement Requests

Performance Data (passenger trips, vehicle miles, etc.)

DBE Contracting Activities (required monthly at <https://adot.dbesystem.com/>)

Capital Milestones

E-grants monthly reimbursement requests are open for 45 days after the month ends

QUARTERLY Transit Advisory Committee (TAC) Minutes and/or Agendas

ANNUALLY

Complementary Paratransit Plan Updates (Certifications)

Single Audit Report (required at \$750,000 in federal grants) Email Audit Report to singleaudit@azdot.gov

National Transit Database (NTD) Report

Insurance Certificates

Federal Certs and Assurances

Title VI plan

Sub-Recipients' Responsibilities, pg. 19

OTHER

- Proposed scheduling or fare changes must be reported to Program Manager and Public prior to implementation
- Accident reporting to Program Manager within 24 hrs.
- Asset management / Vehicle records must be maintained and updates shared with Program manager.

In Good Standing, pg. 22

In Good Standing

It is the policy of MPD to administer state and federal grants in compliance with all appropriate Federal and State regulations and use best practices in the management of public funds and public accounting. Section 5311 grantees are expected to maintain a “good standing” status to continue to receive grant funds.

The following is required to remain in good standing

- Comply with all grant agreement requirements;
- Responsiveness to communications and request for information from ADOT;
- Maintenance of adequate financial records that document and support all grant expenditures;
- Submission of invoices that are accurate and timely;
- Full participation in site visits with timely responses to any deficiencies.
- Submission of reports to ADOT including audit documents, vehicle insurance certificate, quarterly TAC minutes, etc.;
- Satisfactory progress of the grant funded project; and
- Timely reporting of accidents as required.

Procurements, pg. 24

- ▶ State Procurement office purchases
- ▶ Joint procurement is the preferred method
- ▶ Coordinate with ADOT Program Manager
- ▶ National RTAP – Procurement Pro



Vehicles, pg. 27

- ▶ ADOT liens clarified and aligned with FTA standards
- ▶ Lien releases are to be done at time of vehicle disposal

4 years / 100,000 miles	5 years / 200,000 miles	7 -10 years / 400,000 miles*	10-12 years / 350-500,000 miles*
Vans (up to 15 passengers)	Mini buses (up to 30 passengers)	Buses (over 30 passengers or 30 ft. vehicles)	Heavy Duty Buses 35-40 Foot

**May be established at time of purchase per the manufacturers expected useful life where applicable.*

Grantees are expected to use equipment up to its useful life or the duration of their contract. When vehicles have reached the end of their useful life, grantees are required to submit a lien release request to ADOT. Grantees cannot sell, discard transfer or dispose of equipment without formal lien release approval from ADOT. Lien release will occur prior to disposition of equipment. Otherwise, ADOT prefers to leave the equipment on lien.

Disposition of Assets, pg. 27-28

G. DISPOSITION OF ASSETS

When vehicles are sold, and the sale exceeds \$5000, the remaining federal portion from the purchase of the vehicle as calculated by the match ratio, must be reimbursed to ADOT or applied to the federal portion of an approved capital purchase in consultation with your ADOT Program Manager. The lien release and disposal of the equipment must be approved in advance of the sale.

Insurance and Licensing pg. 28

- ▶ Insurance updated

Umbrella Policies can count towards total

Self-insurance is also eligible

The current minimum requirement for automobile liability insurance is based on vehicle size, and is as follows:

Combined Single Limit (CSL) of \$5,000,000 For vehicles carrying sixteen (16) or more passengers	Combined Single Limit (CSL) of \$2,000,000 For vehicles carrying five (5) to fifteen (15) passengers	Combined Single Limit (CSL) of \$1,000,000 For vehicles carrying four (4) or less passengers
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To comply with these requirements, Grantees are required to submit ongoing Certificate of Insurance renewals yearly based on renewal date and cancellation notices to MVD1@azdot.gov and list Transit in the subject line of the e-mail.

Private Providers, pg. 32-33

- ▶ Dispute process
- ▶ Review participation
- ▶ Updated Notice requirements—email reply

ADOT encourages all applicants to fully utilize the resources and expertise of private providers such as taxicab companies, intercity bus operators and human service transportation systems, considering the capability of these firms to provide the needed service. Purchase of service agreements or contracts with private operators are an appropriate means of providing general public transportation service.

Applicants should review local regulations to ensure that private companies are treated fairly. This includes revising or encouraging adjustments in local regulations to permit private companies to operate the applicants' services more efficiently.

Applicants should periodically review their existing services to determine if private companies can provide parts of the service, or the entire service, more efficiently. Consider the total cost of providing transportation service when comparing public and private service proposals. The subsidies provided to public and private nonprofit transportation providers such as capital assistance grants, operating subsidies, and the use of public facilities should be reflected in the cost comparisons.

Finally, applicants must have a process in place to resolve disputes with private transportation providers.

Public Involvement, pg. 33-34

- ▶ Public Involvement requires information and the ability to comment. Method of Outreach is flexible.

Prior to submission, all applicants for Rural Public Transit Program funds must provide an opportunity for public involvement. Public notice must be sufficiently early for the public to participate in the decision making process. Any fare or significant route changes should also have an accompanying public involvement process.

Public notices shall be published in the newspaper(s) having general circulation in the vicinity of the proposed undertaking and/or on the front page of the community's website for a minimum of 2 weeks. Additional notices can be published through a Facebook page/social media, radio announcements, and community listserve(s). Publish two notices of public meetings, at least one week apart. Schedule the date of the meeting at least five days after the second notice is published. The notice of the public meeting must include the name of the applicant, the time, date, and place of the meeting, an adequate description of the project, including the area to be served by the proposed undertaking, items to be purchased, constructed, etc. The notice of the public meeting must also include a statement which allows individuals with Limited English Proficiency per Title VI requirements and needed ADA assistance the ability to request an accommodation.

Public Involvement & Notice, pg. 33-34

- ▶ For the grant application, the proposal must be available
- ▶ Accessible location

Public Involvement Meeting--The grant proposal, any fare changes, and/or significant route changes must be made available for public inspection. Any public meetings should be held at a place and time generally convenient for persons affected by the proposed undertaking. The site must be accessible to the elderly and persons with disabilities. Provisions should be made for submission of written statements, exhibits, and oral statements. Interpreters must be provided for non-English speaking persons if requested. A written summary of the oral proceedings must be prepared. The Title VI notice must be included in the notice and visible at any public involvement meeting. (See Sample Notice of Public Hearing in Application.)

- ▶ Must have written & oral submissions possible
- ▶ Title VI notice posted <https://www.azdot.gov/business/civil-rights/title-vi-nondiscrimination-program/fta-subrecipient-programs>
- ▶ See sample public notice in guidebook (p. 34)

Charter, pg. 40-45

FTA's Charter Bus Service Rule, which implements 49 U.S.C. 5323(d), protects private-charter operators from unauthorized competition from FTA grant recipients. Sub-recipients must contact their 5311 Program Manager before agreeing to proceed with any charter operations.

The regulations define charter service as follows:

(1) Transportation provided at the request of a third party for the exclusive use of a bus or van for a negotiated price. The following features may be characteristics of charter service:

- A third party pays a negotiated price for the group
- Any fares charged to individual members of the group are collected by a third party
- The service is not part of the regularly scheduled service, or is offered for a limited period of time
- A third party determines the origin and destination of the trip as well as scheduling.

(2) Transportation provided to the public for events or functions that occur on an irregular basis or for a limited duration and:

- A premium fare is charged that is greater than the usual or customary fixed route fare, or
- The service is paid for in whole or in part by a third party.

Drug & Alcohol Requirements, p. 46

GRANTEE REQUIREMENTS

FTA requires each grantee to establish a policy that defines its Drug and Alcohol Testing Program and requires the entity's governing body to formally adopt the policy. An entity's governing body is the board of directors or highest-ranking officials. The person who is primarily responsible for implementing and managing the program usually guides development of the initial draft of the policy and presents it to the governing body for review and approval. It is generally useful to involve top management officials, union officials (if the employees are represented) and local legal counsel in reviews of the draft policy. The policy must indicate proof of governing board adoption. Some entities include a header on their entire document that contains the policy number, adoption date, and appropriate signature. Other common methods include notating in the policy the date of the adoption and the ability to review the documentation upon request, a page documenting meeting minutes, or a formal adoption page complete with signatures. Another method is to include it as an appendix.

Although policies must be changed, readopted, and redistributed to reflect significant regulatory revisions, policy re-adoption is not necessary for minor regulatory changes. The same applies to minor changes in the policy statement such as the name of the entity's new Drug and Alcohol Program Manager, Medical Review Officer (MRO), Substance Abuse Professional (SAP), collection site, or testing laboratory. Such changes are often included in an appendix and described in a form distributed to safety-sensitive employees. The current revision date should also be indicated in the policy document.

Drug & Alcohol Requirements, p. 46

DRUG AND ALCOHOL POLICY ADDENDUM EFFECTIVE: JANUARY 1, 2018

The United States Department of Transportation (USDOT) – Office of Drug and Alcohol Policy and Compliance (ODAPC) has issued an update to USDOT’s drug and alcohol testing regulation (49 CFR Part 40). The new regulation has been revised and the changes (summarized below) will become effective on January 1, 2018. Therefore, the [Insert Name of Transit Agency] drug and alcohol testing policy is amended as follows:

1. CHANGES TO THE DRUG TESTING PANEL

- a. Four new opioids added to the drug testing panel –
 - i. The USDOT drug test remains a “5-panel” drug test; however, the list of opioids for which are tested will expand from three to seven opioids.
 - ii. The “opioid” category will continue to test for codeine, morphine, and heroin; however, the “opioid” testing panel will now be expanded to include four (4) new semi-synthetic opioids:
 1. (1) Hydrocodone, (2) Hydromorphone, (3) Oxycodone, and (4) Oxymorphone.
 2. Common brand names for these semi-synthetic opioids include, but may not be limited to: OxyContin®, Percodan®, Percocet®, Vicodin®, Lortab®, Norco®, Dilaudid®, Exalgo®.
- b. ‘MDA’ will be tested as an initial test analyte
- c. ‘MDEA’ will no longer be tested for under the “amphetamines” category.

2. BLIND SPECIMEN TESTING

Items needed for your 2018 Application

- ☐ Indirect Cost Allocation Plan (if applicable)
- ☐ Copy of Latest Ridership Survey
- ☐ Public Notice(s)
- ☐ Resolution (if applicable)
- ☐ Vehicle Maintenance Plan
- ☐ Routes by type & User Guide
- ☐ Complementary Paratransit Plan (if applicable)
- ☐ Build Sheet for vehicle requests
- ☐ Certificate of Equivalent Form (if applicable)
- ☐ Milestone dates for all capital requests
- ☐ Map showing location for capital requests (i.e. Passenger shelters)
- ☐ Title VI Plan
- ☐ EEO Policy
- ☐ Drug & Alcohol Policy

10 minute break

5311 Applications 2018

egrants.azdot.gov

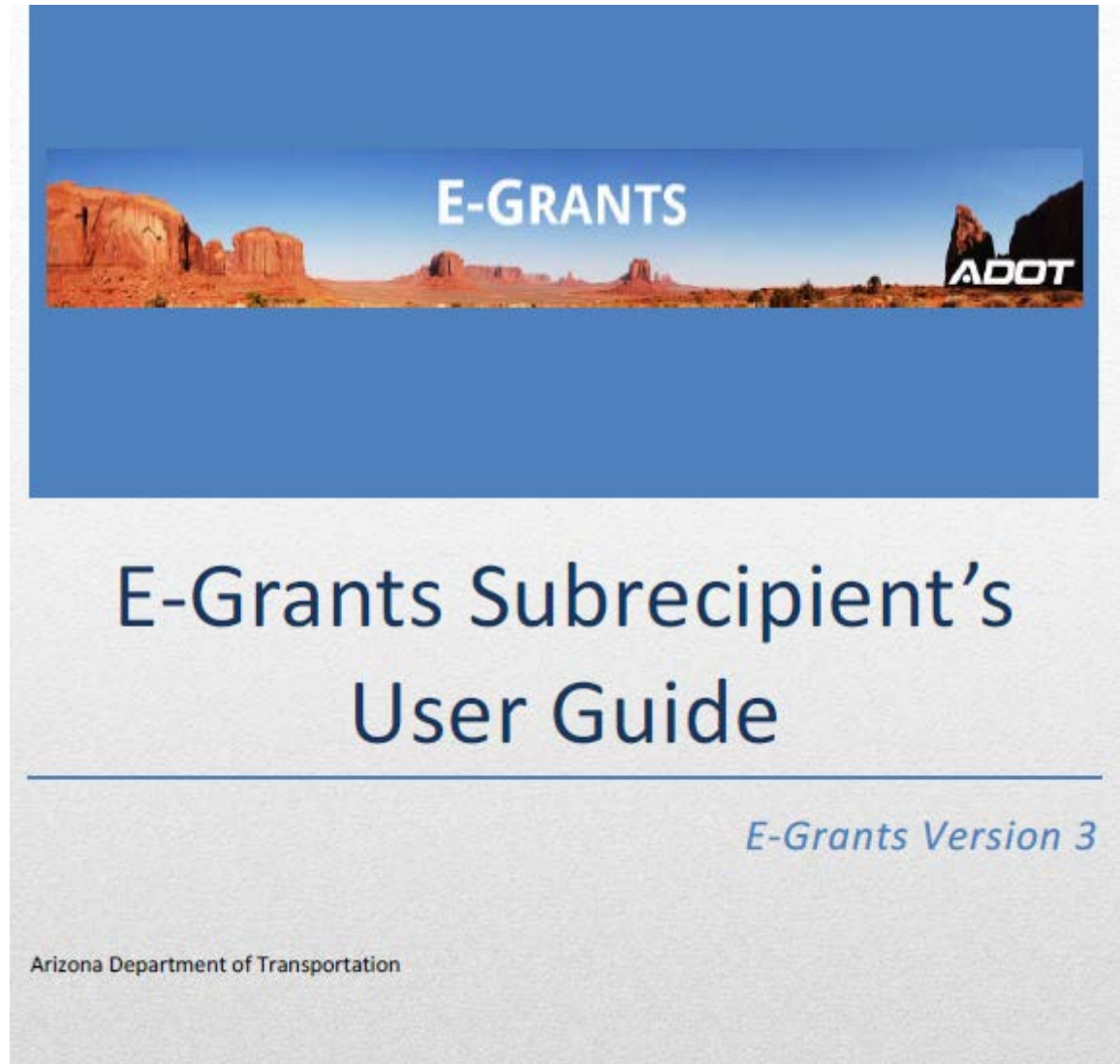


Hands on workshops
Flagstaff – January 17
Tucson – January 23

5311 Application Changes 2018

- ▶ Vehicle Page
 - Add in vehicle type & length
 - The VINs from Q. 1 will copy down to Q. 2 when you click save
- ▶ Route and Services Characteristics Page
 - Is the route seasonal or year-round?
 - Add in all seasonal or special routes (i.e. summer service, New Year's Eve special, etc.)
- ▶ Other Capital Page
 - Includes the option of Complementary Paratransit
- Civil Rights Page
 - Several updates

E-grants user manual



E-Grants Link

<https://egrants.azdot.gov>



Welcome to E-Grants

This is E-Grants, ADOT's Grant Management Software for Grant applications and overall management for the grant lifecycle. At this time, the E-Grants system is only available to accept transit grant applications.

Please note that Internet Explorer is the only supported browser for E-Grants. Using other browsers may cause technical issues.

Steps to Get Started:

- The initial registration for your organization must be completed by an Organization Administrator for the organization.
- Once the Organization Administrator has completed the registration, they will receive an email *Notification of Registration*.
- Once your organization has been registered, you can apply for grants, reimbursement.

All new
users
register here

New Users Register [HERE](#)

A semi-transparent white login form is overlaid on the right side of the slide. It contains fields for "Login", "Username", and "Password". Below these fields are two links: "New User Registration" and "Forgot Password?". A red speech bubble with the text "All new users register here" points to the "New User Registration" link. The background of the slide shows a blurred image of hands typing on a laptop keyboard with a mouse nearby.

New User Registration

- * E-Grants Roles:
 - * All organizations must assign an Agency Organization Administrator Role.
 - * The Agency Organization Administrator role can administer the members for their own agency.
 - * Role Names and definitions can be found on Page 2 of the E-Grants Subrecipient Training document.

E-Grants Roles

Contact Information

	Prefix	First	Middle	Last	Suffix
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Organization	<input type="text"/>				
Title	<input type="text"/>				
Address	<input type="text"/>				
City	<input type="text"/>	State	<input type="text" value="Arizona"/>	Zipcode	<input type="text"/>
County	<input type="text"/>				
Phone #1	<input type="text"/>		Phone #2	<input type="text"/>	
Fax	<input type="text"/>		Cell Phone	<input type="text"/>	
Email	<input type="text"/>				
Website	<input type="text"/>				
Username	<input type="text"/>				
Password	<input type="text"/>	Confirm Password	<input type="text"/>		
Notes	<input type="text"/>				

Need email address for
all contacts

Select User name and Temporary
Password

Enter preferred role in Notes. Agency Roles:

- Agency Attorney
- Agency Authorized Official
- Agency Financial Officer
- Agency Grant Writer
- **Agency Organization Administrator**
- Agency Viewer

Profile for New users

- ▶ For 2018 Application access, review organization members and add missing users:

Attorneys

City Leaders that might need access

Financial Officers

Any new staff

Add ALL users

[Back](#)

Organization - TEST1

- Required fields are marked with an *.
- Please enter your legal organization name and contact information (The legal entity, governmental name, or umbrella organization under which you operate.)
- The address must be your physical address (No PO boxes)
- Please list departments and sub organization information on the Additional Addresses Tab.
- List additional addresses such as contract, mailing, and remittance addresses on the Additional Addresses Tab.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#) | [Additional Addresses](#)

Organization Information

Name	<input type="text" value="TEST1"/>
DBA	<input type="text" value="TEST1"/>
Acronym	<input type="text"/>
COG/MPO	<input type="text" value="MAG"/>
TAX ID	<input type="text"/>
Vendor #	<input type="text"/>



Maintain Organization Profile

Organization Information

Name	<input type="text" value="TEST1"/>		
DBA	<input type="text" value="TEST1"/>		
Acronym	<input type="text"/>		
COG/MPO	<input type="text" value="MAG"/>		
TAX ID	<input type="text"/>		
Vendor #	<input type="text"/>		
DUNS #	<input type="text" value="12345678"/>		
Address	<input type="text" value="206 S. 117 Ave"/>		
City	<input type="text" value="phoenix"/>	* State	<input type="text" value="Arizona"/>
County	<input type="text" value="Maricopa County"/>		
Phone	<input type="text" value="(602) 712-8774"/>	* Fax	<input type="text"/>
Email	<input type="text" value="sallred@azdot.gov"/>		
Website	<input type="text"/>		
Type	<input type="text" value="Tribe"/>		

* Update Your Organization
DUNS #, Email and Type

Organization - TEST1

Follow the instructions listed below to add/remove/modify organization members.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#) | [Additional Addresses](#)

Organization Members

Administrators with the authority to add members to your organization can follow these steps:

To add a member to your organization, select the **Add Members** link below.

If a member has already added his/her information in the system, you can search for the member.

If you need to add a member's information into the system, select **New Member**.

For more detailed instructions, select the **Show Help** button above.

Current Members

Sort By:

<input type="checkbox"/>	Person	Role	Active Dates	Active Documents	Assigned By	Modified By
<input checked="" type="checkbox"/>	OhdeTest, DTest	AGENCY Authorized Official	4/15/2013	1	Allred, Sara 4/15/2013	Ohde, Diane 4/15/2013
<input checked="" type="checkbox"/>	allred_sara	AGENCY Grant Writer	4/15/2013		Allred, Sara 4/15/2013	
<input checked="" type="checkbox"/>	Allred, S	AGENCY Organization Administrator	2/19/2014	1	Allred, Sara 2/19/2014	

Manage Roles, Active Dates

Select 2018 dates for the new application

5311 Application for City of Bullhead City

Offered By:

ADOT

5311 Application Availability Dates:

01/08/2018-open ended

5311 Application Period:

02/21/2018-open ended

5311 Application Due Date:

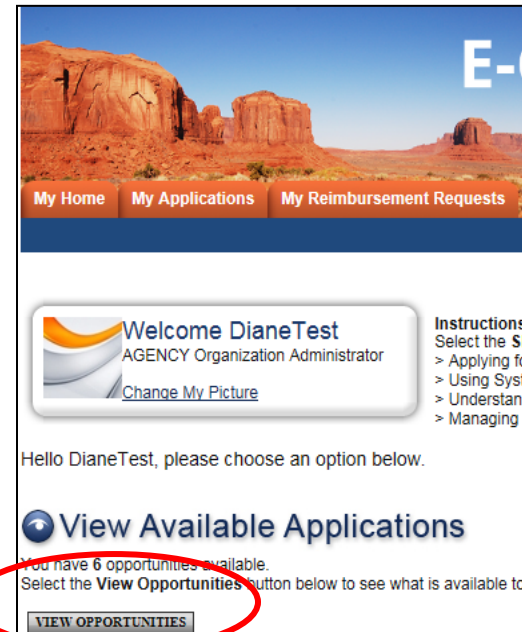
02/21/2018

Description:

2018 - 49 U.S.C. 5311 provides funding for the purpose of supporting general public transportation in rural areas, with population of less than 50,000.

APPLY NOW

NOT INTERESTED



- ▶ Decide whether you want to carry forward

Agreement

Please make a selection below to continue.

You may copy forward data from one of the following items:

▼

- Do not copy data forward
- 5311-2014-Agate Software Inc.-00063
- 5311-2014-Agate Software Inc.-00066

I AGREE

I DO NOT AGREE














Powered by IntelliGrants™

Review Last Year's Application

Carry forward

- ▶ Saves typing
- ▶ Most forms carry forward in the 5311 Application section.
- ▶ See the red stop sign with a hand
- ▶ Some forms don't copy all the data forward.
- ▶ Required to resave and confirm all answers
- ▶ Icons with pencil depict page has been saved with data.

Forms

Status	Page Name
	Program Information
	Program Management
	System Characteristics
	Route Service Characteristics (4)
	Vehicles
	Other Capital Requests
	Planning
	Budget
	Local Match
	Transportation Providers and Union Classification
	Safety and Training Programs
	Substance Abuse
	CIVIL RIGHTS

- ▶ You will not see a Print Version of a form until the Page is saved.
- ▶ You may experience some non-descript error messages on the forms. First try resaving the form to clear the errors prior to requesting assistance.
- ▶ Some forms allow multiple pages. e.g. Summary of Project and Funding Request(s), Capital Request
- ▶ You can delete the form you currently have open by clicking the Delete button on the top right corner. This will not delete your application.
- ▶ Click the Add button on top right to add a new page to the current form.

E-GRANTS

ADOT

My Home My Applications My Reimbursement Requests

My Organization(s) | My Profile | Logout

SAVE ADD DELETE PRINT VERSION ADD NOTE CHECK GLOBAL ERRORS SHOW HELP

[Back](#)

Document Information: [5310-2017-smith12314-00004](#)

[Details](#)

You are here: > [5310 Application Menu](#) > [Forms Menu](#) > 5310 Application

1 GO

SUMMARY OF PROJECT AND FUNDING REQUEST(S)

Application Tips

E-GRANTS

ADOT

My Home **My Applications** My Reimbursement Requests

My Organization(s) | My Profile | Logout

SHOW HELP



Welcome DianeTest

AGENCY Organization Administrator

[Change My Picture](#)

Instructions:

Select the **SHOW HELP** button above for detailed instructions on the following.

- > Applying for an Opportunity
- > Using System Messages
- > Understanding your Tasks
- > Managing your awarded grant

Hello DianeTest, please choose an option below.

View Available Applications

You have 6 opportunities available.

Select the **View Opportunities** button below to see what is available to your organization.

VIEW OPPORTUNITIES

Accessing your Application

My Applications


Use the search functionality below to find a specific Application.

Search Applications


Application Types	<input type="text" value="5311 Application 2018: 2018"/>
Application Name	<input type="text"/>
Person	<input type="text"/>
Status	<input type="text" value="-- Select --"/>
Organization	<input type="text"/>
Year	<input type="text"/>
<input type="button" value="SEARCH"/> <input type="button" value="CLEAR"/>	

Application Search

Search Applications



Application Types 

Application Name

Status 

Organization

Year

Export Results to  Sort by: 

Number of Results 1

Document Type	Organization	Name	Current Status	Year
5310 Application	Krystal Smith 123	5310-2017-smith12314-00004	Subrecipient Award Modifications Needed	2017
1				

Application Search Results

5311 Application Menu

Document Information [5311-2014-Subrecipient**-00028](#)

 [Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	5311 Application	ADOT Subrecipient	AGENCY Authorized Official	Application in process	12/02/2013 - 01/01/2015 N/A

View, Edit and Complete Forms

Select the [View Forms](#) button below to view, edit, and complete forms.

[VIEW FORMS](#)

Change the Status

Select the [View Status Options](#) button below to perform actions such as submitting applications or request modifications.

[VIEW STATUS OPTIONS](#)

Tools

Select the [View Management Tools](#) button below to perform actions such as adding people to this document or viewing the document history.

[VIEW MANAGEMENT TOOLS](#)

► Management Tools

Management Tools

5311 Application Menu - Management Tools

The menu below contains links to the tools that can be used to manage this document. See the description below each link for more detail.

Document Information: [5311-2018-City of Bullhead City-00007](#)

 [Details](#)

Save first, and
then print

Management Tools

[CREATE FULL PRINT VERSION](#)

Select the link above to create a printable version of the document.

[CREATE FULL BLANK PRINT VERSION](#)

Select the link above to create a blank printable version of the document.

[ADD/EDIT ORGANIZATIONS](#)

Select the link above to manage the organizations associated with this document.

[ADD/EDIT PEOPLE](#)

Select the link above to perform actions such as adding people, changing a security role, or altering people's active dates on this document.

[MY ACTIVITIES SEARCH/REPORTS](#)

Select the link above to perform a search and output the results from the My Activities.

[STATUS HISTORY](#)

Select the link above to view the status history of this document.













[CHECK FOR ERRORS](#)

Select the link above to check the entire document for errors.

Check Add/ Edit People if
user is unable to access
application.

► Management Tools

Forms

Status	Page Name
	Program Information
	Program Management
	System Characteristics
	Route Service Characteristics (4)
	Vehicles
	Other Capital Requests
	Planning
	Budget
	Local Match
	Transportation Providers and Union Classification
	Safety and Training Programs
	Substance Abuse
	CIVIL RIGHTS

- ▶ Save early and often.
- ▶ When you first come in you can only see the 5311 Application Section forms.
- ▶ Saving activates the Agreement Section forms to display.

Forms Menu

Agreement	
	Grant Agreement / Exhibits
	Grant Agreement
	Signature Page for Grant Agreement
	Attorney Determination

Program Information Form

FUNDING REQUESTS

9. Please check the box next to the types of funding requested in this application. Questions will follow in other portions of the application depending on your selection. If you requested a vehicle or rehabilitation in the last application, but not this year, please first go to the vehicle page and delete the vehicle request before unselecting Capital Funds.

- ☒ Administrative Funds
- ☒ Operating Funds
- ☒ Capital Funds
- ☒ Intercity Funds
- ☐ Planning Funds
- ☐ Other Please Explain

9a. Please identify the type of capital needed by checking all capital types requested in this application.

For Vehicle Requests, additional questions will show on the Vehicles page. Provide additional information for all other capital requests on the Other Capital Request page which will only appear if other capital is requested. If you requested a vehicle or rehabilitation in the last application, but not this year, please first go to the vehicle page and delete the vehicle request before unselecting Vehicle or Vehicle Rehabilitation.

- ☒ Vehicle (Revenue Rolling Stock)
- ☐ Vehicle Rehabilitation
- ☒ Other Capital Requests

Program Information Form

- ▶ Coordination, q. 7-8
- ▶ FAST ACT encourages coordination—Coordination Plans can include Intercity needs.

COORDINATION OF SERVICE

This section provides an opportunity to document your attempts to coordinate with other agencies, e.g.: DES, Department of Human Services, Senior Centers, One-Stop Centers for employment assistance, training programs and/or other transportation operators in the service area (including 5310 providers).

7. Is your system included in a Regional Transportation Coordination Plan? ☐ Yes ☐ No *

8. Please explain your coordination efforts:

0 of 2000

Program Management Form

FINANCIAL MANAGEMENT

1. Briefly describe your organization's budgeting process.
2. Describe your procurement process for purchasing operating supplies, services, and capital items such as vehicles. Please include thresholds for purchasing using the three requests for prices (small purchases) as well as for an RFP or bid type process.
3. How is the budget monitored for the organization as a whole?
4. How will the transit budget be monitored including revenues and expenditures?
 - 4a. Who will prepare and monitor the transit budget?
 - 4b. Describe your organization's experience in managing programs that include Federal funds and the associated requirements.

- ▶ Please be thorough.
- ▶ Separation of duties
- ▶ Dual control

Looking for active monitoring of the transit budget.

Program Management Form

- ▶ Indirect Cost Allocation Plans
- ▶ Must be current and uploaded here with the approval of the cognizant agency.

5. Do you have a current approved indirect cost allocation plan?

☐ Yes ☐ No *

5a. What is your current indirect cost rate?

%

5b. Who is your cognizant agency

5c. Date of approval:

5d. Upload your current indirect cost allocation plan.

Program Management Form

- ▶ Marketing is a great way to build ridership—RTAP Toolkit

MARKETING AND COMMUNICATION

Marketing your transit program to potential riders is a requirement of the grant. National RTAP has a marketing toolkit for rural transit agencies.

6. Describe your agency's marketing plan.

1214 of 1500

7. Does your agency maintain a website page for transit? ☒ Yes ☐ No

- 7a. If yes, provide the URL / web address for the transit program.

http://www.cityofbisbee.com/dept_comdev.html

8. How and when is information on proposed service or fare changes communicated to riders and the general public?

Program Management Form

► Feedback from Riders

9. Do you conduct a ridership survey of your passengers? ☐ Yes ☐ No

9a. If yes, when was your last survey conducted?

9b. Please provide a copy of your last survey.

9c. If no, how do you collect feedback from your riders on your system needs?

Program Management Form

10. Has there been any service disruption in the past year including for inclement weather? ☐ Yes ☒ No

10a. If yes, please explain the service disruption and how the public was notified of the service disruption?

0 of 1500

Attach your Public meeting notice(s) with date(s) of meeting(s) for notice of intent to apply for 5311 funds.

11. ☐ DELETE

https://e.grants.azdot.gov/_Upload/23331-NoticeofPublicHearing2015.pdf

11a Resolution may also be attached here.

Browse...

Program Management Form

MAINTENANCE

12. Attach a Vehicle Maintenance Plan, if applicable.



13. How is maintenance provided for your transit service vehicles?

☐ In-house

If in-house, provide a list of services provided.

☐ Outside vendor via contract

If by contract, list the vendors you use and what services they provide.

0 of 1500

☐ Other

Please Explain.

Systems Characteristics

1. Have you made or are you planning any significant changes to your routes or transit program this year? ☒ Yes ☐ No*

1a. If yes, please explain.

to eliminate the on-call service currently being provided to the Katherine Heights Township from the Green Line.

In year two of the grant, there are plans to implement major changes to the Green and Blue Lines. The Blue Line, which currently services east and west of Highway 95, will

914 of 1000

2. How many routes does your service offer that will be funded by this grant?

3. Do you have a contingency plan and / or agreement in place with other transportation providers to ensure insufficient back-up vehicles or drivers at your agency? ☐ Yes ☒ No *

3a. If yes, please explain.

Include seasonal and special routes!

Systems Characteristics

Performance Data

4. Annual Passengers Trips Anticipated:

4a. Annual Passengers Trips Last Year:

5. Anticipated Year 1 Revenue:

NOTE: This will populate as fare on the Budget page.

5a. Anticipated Year 2 Revenue:

Do Not Complete Until Year 2.

5b. Fare Box Last Year:

6. Average cost per passenger trip using the last year's data:

7. Will your net advertising revenue be deducted in your operating costs?

8. How much is your anticipated net advertising revenue?

Advertising can be
local match or
deducted with fare
box

Please explain any significant changes in anticipated ridership or funding from the previous year's performance.

The anticipated fare revenue for this application is based on a conservative increase ba

How does the service fit your community?

Go to the HELP menu for definitions

Service Types

9. Systems with multiple routes may have several different types of service. Please check ALL of the types of service that your system provides and then Save so that the appropriate Vanpool or Other should only be used for routes that do not fit one of these definitions. (See Help above)

Rural Providers—Choose Local/Regional or intercity feeder route

Local / Regional	Intercity
<input checked="" type="checkbox"/> Demand Response	<input type="checkbox"/> Intercity Fixed Route
<input type="checkbox"/> Deviated / Flex Route	<input type="checkbox"/> Intercity Feeder Route
<input checked="" type="checkbox"/> Fixed Route with Complementary Paratransit	
<input type="checkbox"/> Commuter	
<input type="checkbox"/> Vanpool or Other	

Please respond to the questions as appropriate for the transit service.

Demand Response

10. Please explain how the demand response service is the appropriate model for your community?

Questions expand based on selection, see Help for definitions

Providing demand response service is appropriate for our community because it is a relatively low cost transportation option that enriches people's wellbeing and provides access to essential services that may otherwise be unavailable to many of our customers. Demand response is made possible with the services provided by volunteer drivers. Most of the demand response customers are elderly or individuals with disabilities. However, individuals of any age or level of mobility may

970 of 2000

Route Service Characteristics Form

- ▶ Match the route types with the types on the previous page.
 - Seasonal or Year-Round
 - Vanpool has been added to drop-down menu for service type
- ▶ Don't pick Intercity unless you're sure and then talk to ADOT

TOTAL ROUTES: 6

ROUTE SERVICE CHARACTERISTICS			
1.	Route Name:	Blue Line - Year 1	Green Line - Year 1
2.	Select the Days each route operates:	<input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> T <input checked="" type="checkbox"/> W <input checked="" type="checkbox"/> Th <input checked="" type="checkbox"/> F <input checked="" type="checkbox"/> Sa <input type="checkbox"/> Su	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input checked="" type="checkbox"/> Sa <input type="checkbox"/> Su
3.	Route Type:	Year-Round ▼	Seasonal ▼
4.	Service Type:	Fixed Route with Comp. Paratransit ▼	Deviated / Flex Route ▼
5.	# Daily Hours of Operation:	14	6
6.	Start Time:	6 ▼ : 00 ▼ AM ▼	6 ▼ : 15 ▼ AM ▼
7.	End Time:	8 ▼ : 00 ▼ PM ▼	7 ▼ : 15 ▼ PM ▼

Destinations and Connections

15.	Check the types of key activity centers the route serves and indicate which are the busiest in the text box provided.		
15a.	Medical	<input type="checkbox"/>	<input type="checkbox"/>
15b.	Employment	<input type="checkbox"/>	<input type="checkbox"/>
15c.	Education	<input type="checkbox"/>	<input type="checkbox"/>
15d.	Residential	<input type="checkbox"/>	<input type="checkbox"/>
15e.	Shopping	<input type="checkbox"/>	<input type="checkbox"/>
15f.	Entertainment	<input type="checkbox"/>	<input type="checkbox"/>
15g.	Other	<input type="checkbox"/>	<input type="checkbox"/>
16.	Busiest activity center for this route?	<input type="text"/>	<input type="text"/>
17.	System Connections?	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
17a.	List the other mode it connects to	<input type="text"/> 0 of 500	<input type="text"/> 0 of 500
18.	that each route operates in:		
18a.	County	<input type="text"/>	<input type="text"/>
18b.	City(ies) (If the route operates outside the city limits, please type unincorporated):	<input type="text"/>	<input type="text"/>

Ensure the Connections are close and riders can connect.

Route Service Characteristics

19. Upload a user guide for this Route Service Area. Please include a map if it is available.
If you only have one user guide, please upload it only once.

	Browse...
	Browse...
	Browse...

20. Please explain any service changes that you are making and the reasons for making these changes.

0 of 2000

21. Any additional comments about your routes and the service your agency provides.

Vehicles Form

- ▶ Vehicle inventory
- ▶ The VINs from Q. 1 will copy down to Q. 2 when you click save

AGENCY VEHICLE INVENTORY

Total Vehicles in Inventory: 15

Spare Vehicle Ratio: %

1. Please provide the information requested in the table below for all vehicles in your transit fleet whose routes utilize 5311 funding.

Vehicle Identification Number (VIN)	Funding Source (i.e.: 5310, 5311, local, etc.)	Vehicle Classification	Vehicle Length	Model Year	Mileage	# of Ambulatory Seats	# of W/C Positions	Lift or Ramp?	Requesting Rehab?	Route Served (Spare can also be listed)	Is the Vehicle On ADOT Lien?
1GB9G5AG4A1103627	5311	[DELETED] ▼		2010	169243	23	2	Ramp ▼	No ▼	Green Line	<input type="radio"/> Yes <input checked="" type="radio"/> No
1G89G5AG6A1103449	5311	[DELETED] ▼		2010	181980	23	2	Ramp ▼	No ▼	Green Line	<input type="radio"/> Yes <input checked="" type="radio"/> No
1GB6G5BG0C1195284	5311	[DELETED] ▼		2012	126745	23	2	Ramp ▼	No ▼	Spare	<input checked="" type="radio"/> Yes <input type="radio"/> No
1GB6G5BG1V1195526	5311	[DELETED] ▼		2012	131687	23	2	Ramp ▼	No ▼	Spare	<input checked="" type="radio"/> Yes <input type="radio"/> No
1GB6G5BG2E1163607	5311	[DELETED] ▼		2014	74322	23	2	Ramp ▼	No ▼	Red Line 2	<input checked="" type="radio"/> Yes <input type="radio"/> No
1GB6G5BG9F1228406	5311	[DELETED] ▼		2015	16712	22	2	Ramp ▼	No ▼	Red Line 1	<input checked="" type="radio"/> Yes <input type="radio"/> No

Vehicle Form

- ▶ Request new vehicle (replacement or expansion)
- ▶ Requires Milestones
- ▶ Identify Contract and Upload Build Sheet w/ documentation
- ▶ ADA accessible

8. Please identify the contract you will be using to purchase the vehicle. Specify ADOT, Self-Procure, Joint Procure, or Other. Please name the lead agency which procured or will procure the vehicle. If you are using the ADOT or State contract, you must have created a build with an ADOT vendor prior to submitting this application.

0 of 300

8a Please upload your Build Sheet documentation.

Browse...

9. Will your requested vehicle be fully accessible to persons with disabilities, in accordance with ADA guidelines? ☐ Yes ☐ No

9a. If No, Please explain

Milestones required

VEHICLES

ALL CAPITAL VEHICLE REQUESTS

NOTE: REQUESTS WITHOUT MILESTONE DATES WILL NOT BE AWARDED.

12. Please estimate the following dates for milestones. If more than one procurement contract will be needed, please enter the milestone dates in the appropriate column. They are reported to FTA and will need to be confirmed if the award is made.
Project Title should be (Expansion or Replacement) - (Vehicle Type). e.g. Expansion - Vans

Project Title	Estimated Completion Date				
	RFP Issued	Contract Awarded	First Vehicle Delivered	All Vehicles Delivered	Contract Complete

Other Capital Requests

1. Select the Capital category
2. Save
3. Capital Description
4. Prioritize Vehicles and Other Capital Expenses

1. OTHER CAPITAL REQUESTS

Capital Category	Capital Description	Phase (if Applicable)	Title	Priority #	QTY	Cost \ Item	Total	Federal	Local
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0	\$0	\$0
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0	\$0	\$0
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0	\$0	\$0
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0	\$0	\$0
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0	\$0	\$0

TOTAL OTHER CAPITAL REQUEST:

\$0

Other Capital Requests

See instructions for how to enter Preventive Maintenance & Complementary Paratransit

OTHER CAPITAL REQUESTS

INSTRUCTIONS MUST BE FOLLOWED IN ORDER TO ENTER DATA SUCCESSFULLY INTO THIS TABLE

STEP 1 Select a Capital Category that is the closest match to your request. Do not select or enter any other data.

(Click on SHOWHELP for Category assistance.)

STEP 2 Click SAVE for Capital Category selections.

STEP 3 Complete remaining columns and click SAVE.

Additional instructions:

- Identify all capital (non-vehicle) items needed. Vehicles are requested on the Vehicle Page.
- When applicable, select the most appropriate Capital Description and Phase combination for the project.
- Capital items must exceed \$5,000 or they should be put under Administration or Operating requests. Any exceptions must be discussed with ADOT prior to submission.
- Facility funding requests must be coordinated with ADOT prior to submission.
- When adding Preventive Maintenance:
Select **Capital Category** as "Bus Other Capital";
Select **Capital Description** as "Preventive Maintenance";
Leave **Phase** blank;
Leave **Title** blank and the system will automatically enter the Title for you when you click on Save.
- When adding ADA Complementary Paratransit:
Select **Capital Category** as "Bus Other Capital";
Select **Capital Description** as "ADA Complementary Paratransit";
Leave **Phase** blank;
Leave **Title** blank and the system will automatically enter the Title for you when you click on Save.

► Justify ALL capital projects

TITLE:

SAVE

CHECK GLOBAL ERRORS

JUSTIFICATION:

2a. Please answer the following questions:

- Description of the capital equipment / facility project.
- Explanation for why this equipment or facility is essential for the operation of your transit service.
- Is this a replacement of an older unit(s) or an addition?
- How will this equipment interact with existing equipment you use and operate? Please detail any modifications that will be needed to accommodate this equipment.
- What is your alternative option if this is not awarded?

2b. For larger projects, please answer the following questions:

- Provide details for other funding sources you are pursuing (or have obtained).
- What is the next step in the process? Please outline what you've completed so far and upload any applicable studies.

2c. Provide a map for any location specific requests such as facilities, passenger shelters, etc.

Map and / or backup documentation

Browse...

No Milestones, No Award

Which year will you build / buy?

ALL CAPITAL REQUESTS

3. Please estimate the following dates for milestones. If more than one procurement contract will be needed, please enter the milestone dates in the appropriate column. They are reported to FTA and will need to be confirmed if the award is made.

For each Capital item or project requested, please fill out the proposed Milestone dates.

Project Title	Estimated Completion Date		
	RFP Issued	Contract Awarded	Contract Complete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. If you would like to provide letters of support from your stakeholders and community members, please upload them below.
Please only provide if the capital items exceed \$50K. (As discretionary grant opportunities are available, ADOT may apply on your behalf).

Browse...

- Planning Not required, but Milestones are if requested.

10. Please estimate the amount of funds requested towards planning:

PLANNING REQUEST			
Planning Title	Total Request	Federal Request	Local Match
<input type="text"/>	<input type="text"/>	\$0	\$0
<input type="text"/>	<input type="text"/>	\$0	\$0
<input type="text"/>	<input type="text"/>	\$0	\$0
<input type="text"/>	<input type="text"/>	\$0	\$0
<input type="text"/>	<input type="text"/>	\$0	\$0

Milestones

For each Capital item or project requested, please fill out the proposed Milestone dates.

Project Title	Estimated Completion Date		
	RFP Issued	Contract Awarded	Contract Complete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Budget – Admin ratio max 30%

REQUESTED BUDGET SUMMARY	Match Ratio	Total Request (2 YEARS)	Federal Request	Local Match
Administration Request	80/20	\$0	\$0	\$0
Operating	58/42	\$0	\$0	\$0
Intercity Request	58/42	\$0	\$0	\$0
Capital Request	80/20	\$435,001	\$26,400	\$6,600
Planning Request	80/20	\$0	\$0	\$0
Total Request		\$435,001	\$26,400	\$6,600

Admin Ratio: %

Budget

- ▶ [2-year Budget Worksheet](#)
- ▶ Use the Budget Worksheet to reflect each year of funding

ADMINISTRATION BUDGET	Year 1 Request	Year 2 Request	Final Budget (AWARDED)	Federal Request	Local Match	Subcontracted?	
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	\$0	\$0	<input type="radio"/> Yes <input type="radio"/> No	Please specify if other: <input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	\$0	\$0	<input type="radio"/> Yes <input type="radio"/> No	Please specify if other: <input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	\$0	\$0	<input type="radio"/> Yes <input type="radio"/> No	Please specify if other: <input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	\$0	\$0	<input type="radio"/> Yes <input type="radio"/> No	Please specify if other: <input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>			<input type="radio"/> Yes <input type="radio"/> No	Please specify if other: <input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>			<input type="radio"/> Yes <input type="radio"/> No	Please specify if other: <input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>			<input type="radio"/> Yes <input type="radio"/> No	Please specify if other: <input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>			<input type="radio"/> Yes <input type="radio"/> No	Please specify if other: <input type="text" value=""/>

Budget Worksheet

► 2-year Budget Worksheet

Clipboard	Font	Alignm	
B19	=SUM(E19:P19)		
A	B	C	D
ORGANIZATION NAME			
DATE PREPARED			
	Year 1 Total Budget	Year 2 Total Budget	Total Combined Year 1+2 Budgets
ADMINISTRATION			
Administrative Supplies	-	-	-
Administrative Staff	-	-	-
Administrative Overhead (COB)	-	-	-
Administrative Equipment	-	-	-
Financial Staff	-	-	-
Fringe Benefits (Admin)	-	-	-
General Liability Insurance	-	-	-
HR / Employee Recruitment	-	-	-
In-kind (Administration)	-	-	-
Management Support	-	-	-
Management / Contractor Fee	-	-	-
Marketing / Advertising	-	-	-
Phones / Internet	-	-	-
Postage	-	-	-
Printing	-	-	-
Professional Services	-	-	-

<https://www.azdot.gov/planning/TransitProgramsandGrants/program-handbook-applications-and-awards>

5311 Rural Public Transportation Program

- FFY 2018 Section 5311 Notice of Funding Availability (NOFA)
- 5311 FFY 2018 Funding Cycle Section 5311 Guidebook
- FY2018_5311_budget_worksheets

Budget Page

- List everyone who charge against the grant

For all Personnel (full time and part time) who are paid using this grant, list the following:

The average number of hours / week the employee will be dedicated to transit. Based on a forty hour work week.

To get to a Wage per hour, calculate full-time salary divided by 2080.

Similar job title and wage per hour can be combined onto a single line (denote # of employees referenced in the job title).

Job Title / Category	Transit Hours per week	\$ wage per hour	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Weekly Total: \$0

Annual Total: \$0

Local Match

- ▶ The total will carry over from the budget page
- ▶ All Match both cash and In-kind must be listed in the Local Match section

REQUESTED BUDGET SUMMARY			
	Total Request	Federal Request	Local Match
Total	0	0	0

LOCAL MATCH			
Match Amount	Name of Match Contributor	Contribution Source	Please Describe
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total:			

Are you planning to use in-kind funds/services for local match? ☐ Yes ☐ No

In-kind must also be documented in the local match above.

Match Additional Information

In-kind match-See IRS Rates

IN-KIND

[SAVE](#)[CHECK GLOBAL ERRORS](#)[SHOW](#)

Are you planning to use in-kind funds/services for local match? ☒ Yes ☐ No
(Capital not eligible for In-Kind)

All In-Kind match must be documented at the time of the contribution.
Except for a land donation, in-kind match cannot be used towards capital projects / purchases.
If your marketing revenues are going towards local match, please document it separately and label it in the description box.
In-kind must also be documented in the local match above.

[See IRS Mileage Reimbursement Rates.](#)

[See IRS Approved Volunteer Rates.](#)

The following instructions will help guide you on how to calculate the value of volunteer services for matching funds:

There is no federal rate for volunteer services. Organizations that already have employees performing these activities may use their own rate of pay. If you do not have employees in a similar position you may use the amount that would be paid for the activity in your location. Assistance in determining the value of volunteer services and other salaries is available using the [Bureau of Labor Statistics Occupational Employment Statistics Program](#). Please refer to IRS Publication 4671 for more information. Subrecipients can also get matching funds and help with tax information regarding their grants at [VITA Grant Program FAQs](#).

IN-KIND MATCH				
Budget Type	Source of Donations / Service	Value of Service / Unit	Number of Units	Total In-Kind
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/> per <input type="text" value=""/>	<input type="text" value=""/>	

Union Reporting

—These are the other transportation providers in your area that you notified about your application and public involvement process.

See the help menu for a sample of how to fill this in.

- Add your agency as the first entry in the table below including information regarding any unions associated with your transit service.
- Please list the other public transit Providers in your area including name and address. This list should include all providers that are notified of this grant application.
- Please list their employee's union representation if there is a union representation.
- This is a requirement of the federal government for receipt of any transit funds. (See HELP for a sample)

Agency / Transportation Provider Name	Address	City, State, Zip	Union Representation of Employees (if any)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Safety and Training Programs

- ▶ Only select those trainings your agency provides.
- ▶ ADA is required

2. Is your training program offered in house? ☐ Yes ☐ No*

If no, where and by whom does your agency staff receive training

1. INDICATE ALL TRAINING YOUR AGENCY PROVIDES:

- ☐ Yes ☐ No* Do your drivers receive training that covers the above ADA areas?
- ☐ Yes ☐ No* Defensive Driving training?
- ☐ Yes ☐ No* PASS (Passenger Service and Safety - CTAA)
- ☐ Yes ☐ No* START (Safety Training and Rural Transit – National RTAP)
- ☐ Yes ☐ No* Customer Service
- ☐ Yes ☐ No* Emergency Evacuation (covered by PASS)
- ☐ Yes ☐ No* Biohazard Training
- ☐ Yes ☐ No* First Aid
- ☐ Yes ☐ No* CPR
- ☐ Yes ☐ No* Safety
- ☐ Yes ☐ No* Reasonable Suspicion (Drug & Alcohol Training for Supervisors)
- ☐ Yes ☐ No* Dispatcher Training
- ☐ Yes ☐ No* 24 hour behind the wheel training for drivers with experienced driver
- ☐ Yes ☐ No* Vehicle Pre/Post Trip Inspection Training
- ☐ Yes ☐ No* Transit Operations Policies & Procedures

Other

Describe:

Substance Abuse

1. Do you have a substance abuse program in place that meets current Federal, State and Local regulations and practices? ☐ Yes ☐ No*
2. Do you have a clearly written substance abuse policy statement and procedures that describe your agency's policy and plans for complying with the FTA regulations? ☐ Yes ☐ No*
 - 2.a. If yes, attach your policy to this checklist.
3. If your program includes more than what is mandated by the FTA regulations, is this reflected in the written policies? ☐ Yes ☐ No*
4. Have you made the necessary provisions for recordkeeping and reporting? ☐ Yes ☐ No*
5. Do these provisions include procedures to protect the individual's right to privacy and the prevention of unauthorized release of test result information? ☐ Yes ☐ No*
6. Have you selected qualified personnel who will be responsible for implementing and monitoring the program? ☐ Yes ☐ No*
7. Have these individuals been provided with the required trainings including reasonable suspicion? ☐ Yes ☐ No*
8. Have you informed your employees in writing of your agency's substance abuse policy and its implementation requirements? ☐ Yes ☐ No*
9. Have you established and documented a minimum of 60 minutes of drug awareness training for safety sensitive employees and 2 hours of supervisory awareness training (one hour on drugs and one hour of alcohol signs, symptoms and effects). ☐ Yes ☐ No*
10. Are enough employees trained in reasonable suspicion that the transit agency is covered at all times and shifts? ☐ Yes ☐ No*
11. Are these training programs held regularly to account for staff turnover and other changes? ☐ Yes ☐ No*
12. Does your program include testing for the five prohibited classes of substances, marijuana, cocaine, opiates, amphetamines, and PCP? ☐ Yes ☐ No*
13. Does your program have provisions for testing for the following events: pre-employment, random, post-accident, reasonable suspicion, and (return to duty, follow-up testing in the event of a second chance policy) according to the standards defined in the federal regulations? ☐ Yes ☐ No*

Civil Rights

CIVIL RIGHTS

All recipients of FTA assistance are responsible for compliance with all Civil Rights requirements, including 49 US 5332 (non-discrimination), Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, Limited English Proficient (LEP), Equal Employment Opportunity (EEO), Disadvantage Business Enterprise (DBE) program requirements. Recipients also agree to include these assurances and policies in each subcontract financed in whole or in part with Federal funds provided by FTA.

Title VI Implementation




1. ☐ Yes ☐ No Does your Agency receive funds directly from the Federal Transit Administration (FTA)?*
 2. ☐ Yes ☐ No Does your agency have a Title VI Implementation Plan (including the required elements from the FTA Circular C 4702. 1B see [Title VI Implementation Plan Template](#)) that can be uploaded as one file?*
- 2a. If yes, attach the complete Title VI Implementation Plan.

<https://www.azdot.gov/business/civil-rights/title-vi-nondiscrimination-program/fta-subrecipient-programs>

[Title VI Implementation Plan Template](#)

Grant Agreement Section

1/10/2018 1:24:11 PM

Agreement		
	Grant Agreement / Exhibits	
	Grant Agreement	1/10/2018 1:24:11 PM
	Signature Page for Grant Agreement	1/10/2018 1:24:11 PM
	Attorney Determination	1/10/2018 1:24:11 PM
	Upload	1/10/2018 1:24:11 PM
	Exhibit A	1/10/2018 1:24:11 PM
	Exhibit B 5311	1/10/2018 1:24:11 PM
	Exhibit C Responsibility Matrix	1/10/2018 1:24:11 PM
	Exhibit D Procurement	1/10/2018 1:24:11 PM
	Exhibit E Civil Rights	1/10/2018 1:24:11 PM
	Exhibit F DBE	1/10/2018 1:24:11 PM
	Exhibit G Insurance	1/10/2018 1:24:11 PM

Tips for E-grants

- ▶ Use Internet Explorer
- ▶ If using carry forward, must do it upfront when you start the application. There is no going back!
- ▶ Follow the instructions on Other Capital Requests for Preventive Maintenance and Complementary Paratransit
- ▶ Click the “Save” button often!
- ▶ Acknowledge every page in Grant Agreement Section
- ▶ Application due: **February 21, 2018, 5:00 pm MST**

Questions?



Contact Information

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Title VI Program Manager

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