

Frequently Asked Questions – 2018 5311 Guidebook and E-grants Application

From the webinars held January 9 & January 11, 2018

Questions	Response
Can I change the item of cost on the budget worksheet?	There are categories on the budget worksheet. If an item you are requesting is not on the worksheet, you may choose “other” and specify what the cost is for
We still have an issue with DBE reporting.	You may contact the DBE office, contact details are on page 7 of the guidebook: Beverly Krumm contractorcompliance@azdot.gov
What is charge against the grant?	This refers to the budget page. You’ll want to include all positions and salaries of any person that you are requesting their time be reimbursed by the grant (i.e. transit manager, drivers, mechanics, office staff, etc.)
What if your organization does not use Internet Explorer?	Internet Explorer is the supported browser for e-grants. ADOT cannot guarantee that all pages will function correctly in any other browser.
Can 5311 providers use/copy the approved Title VI, LEP, etc that MPOs and COGs have already completed?	MPOs and COGs have more rigorous requirements for Title VI than 5311 grantees and also must comply with FHWA requirements as well. Therefore, it is recommended that agencies use the Title VI Implementation Plan template available from ADOT Civil Rights Department: https://www.azdot.gov/docs/default-source/civil-rights-library/title-vi-template.pdf?sfvrsn=2
Having an updated Title VI Implementation plan for 2018 before submission of the grant application will be difficult to achieve in 45 days.	It is required that you submit a Title VI updated plan with this application. It is recommended that you send your current plan and the self-certification to Civil Rights ASAP and they will work with you to let you know what, if anything needs to be updated. civilrightsoffice@azdot.gov
Are preventive maintenance costs specific to demand response eligible for under complementary paratransit 90/10 match ratio.	In this question, remember that demand response is not the same as complementary paratransit. If you demonstrate that all costs associated with complementary paratransit are kept separate from other modes, then those costs would be eligible for reimbursement at 90/10 match ratio. You must have an approved complementary paratransit plan in order to be eligible for the 90/10

	reimbursement.
Are MPOs eligible to apply for 5311 funds for planning and/or administration?	They are not eligible to apply for administration funding as that is specifically for administering a transit program unless they are administering a transit program. They are eligible to apply for transit planning. Rural agencies receive preference for this as this application is specifically for rural public transit planning. An MPO may apply to complete a rural public transit study, will be considered as representing the rural agencies for which they are applying on behalf of.
Do we need to register for the in-person workshops?	Please email sfitzgerald@azdot.gov and aperry2@azdot.gov to confirm your attendance at the in-person workshops. Also, remember to bring a laptop and your e-grants login details with you.
On the application page for Program Management, item number 5 relates to having an ICAP. On 5e, it discusses the de minimis rate. Do we have the option to select the de minimis or have to do that in the submitted plan?	To be reimbursed for ICAP, you must have an ICAP plan approved by your federal cognizant agency. If you submit a cost allocation plan with a rate of greater than 10%, you have the option of selecting the de minimus rate (10%) or submitting a full ICAP to be allowed to claim greater than 10%. There is a lower threshold of documentation required for ICAPS below 10%.
Is it mandatory that an applicant use registered mail for notice to each private provider in the proposed service area? This is a new requirement. Why?	You must document that all private providers in your area received sufficient notification. This can be by email (and you must include the read receipt in your application). If you do not receive a read receipt, you will need other forms of documentation such as registered mail. This is the same policy as 2016.
Does ADOT need to approve new bus requests before acquiring a build sheet?	No. The build sheet needs to be included in the application.
On the local match page, regarding in-kind, the link for volunteer rates to use is not currently on there.	We removed the link as it did not provide local rates. You must use rates commensurate with the work, either current staff, or if unavailable local rates.

Tip: Use the **print function** when preparing the signature pages and the attorney determination pages of the application. It prints better than the web version.