Section 5310 Application
Regional Mobility Management
COG & MPO Training Session
FFY 2024- FFY 2026

Arizona Department of Transportation

Transit Multimodal Planning Division

February 13th, 2024

MPD Transit Team

Administration
Jill Dusenberry – Transit Group Manager
Aubree Perry– Transit Group Asst. Manager and State Transit Planner

5311
Shatawn Reed
Luke Taylor
Jesse Zaragoza

State Safety Oversight
Brian Brinkley
Steve Bethel

5310
Aubree Perry
Brian McCoy

Program Support
Ann Cochran – Vehicles, Management Analyst
Diane Ohde – Transit Grants Business Analyst Consultant
Sarah Wuertz – Contract Specialist / RTAP Administrator
Edmund Shepard - Management Analyst 3

5310 Coordinated Mobility Program

- The Multimodal Planning Division (MPD) of ADOT administers the FTA Formula Grants for Enhanced Mobility of Seniors and Individuals with Disabilities Program commonly known as the Section 5310 Program or as the Coordinated Mobility Program

- Program provides funding to assist with costs for mobility management, purchase of capital equipment, administrative functions and operations to meet the mobility needs of seniors (65+) and individuals with disabilities at any age

- Annual apportionment from FTA anticipated to be $4.9M and $1.35M STBG Flex for all 5310 funded activities.

ADOT 5310 Key Dates

ADOT Publishes NOFA	Monday January 22, 2024
5310 Application Opens in E-grants	Monday January 22, 2024
Application Deadline	**March 5th, 2024 at 3:00 PM**
Agency time to cure	March 13-19, 2024
Budget meetings with off-cycle grants	February 2024 - April 2024
Preliminary notice of awards	Late May 2024
Final award (Exhibit A)	September 2024*
Federal Fiscal Year Begins	October 1, 2024

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

5310 Application Overview
Anticipated Funding

FY 2024 & 2025 Funding	
Tucson	$ 1,422,088
Small Urban	$ 2,072,512
Rural	$ 1,482,453
STBG	$ 1,350,000
* *Level funding anticipated for FY 2024 and FY 2025 apportionments*	

2-Year Application

Year 1	October 1, 2024 – September 30, 2025
Year 2	October 1, 2025 – September 30, 2026

- Grant Agreement will be effective for 2 years
- Funding allocated for 1 year at a time
- Year 1 funding will roll over into Year 2

2 Year Application

Regional Coordination Plans

- Mobility Management Activities must be identified in the coordination plans to be eligible for funding.
- Prioritization list for upcoming grant cycles must be included in the plan
- Coordination Plan Updates Due March 31st

Mobility Management Agreements

- The Egrants contract agreement
- Mobility Management Scope of Work
- Work Program Agreement

  (only applicable if 5305(d) funding identified for mobility management.)

5310 Application 2024
E-Grants Overview

https://egrants.azdot.gov

AGATE Help Desk Availability

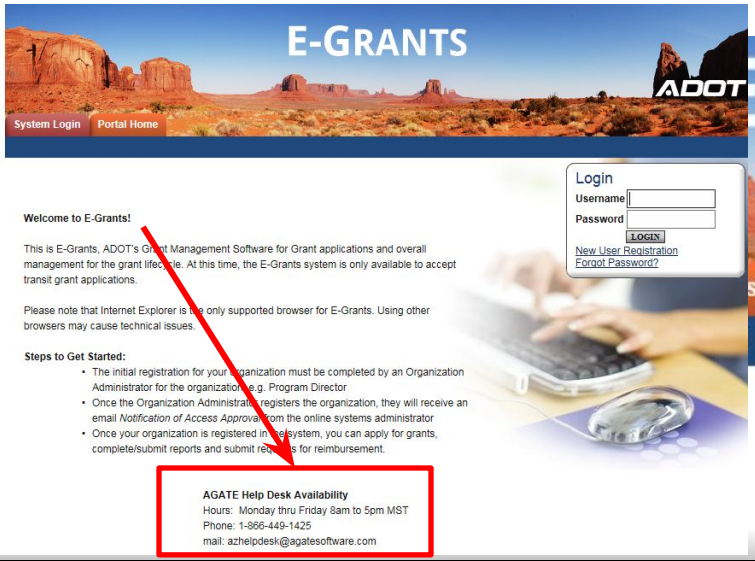
- If you need assistance with how to complete an action in the system or have problems logging in.

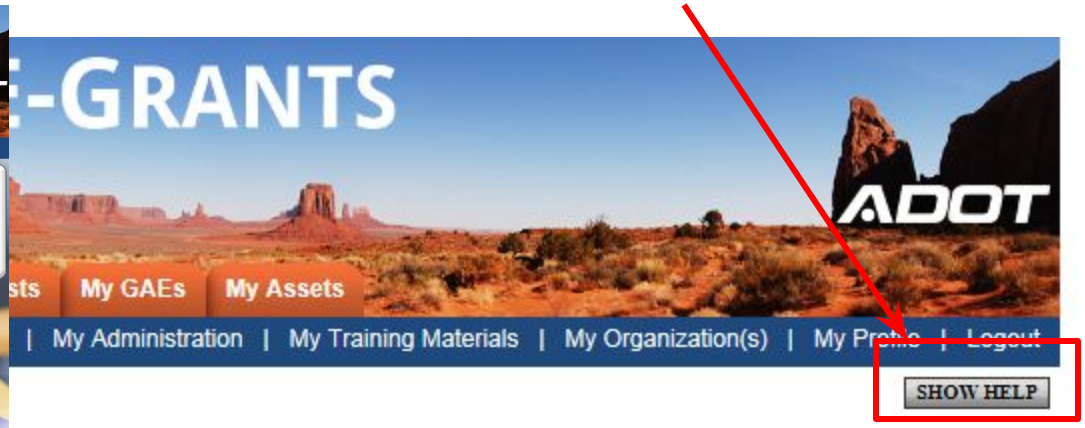
Help Desk Availability

Hours: Monday thru Friday 8am to 5pm MST

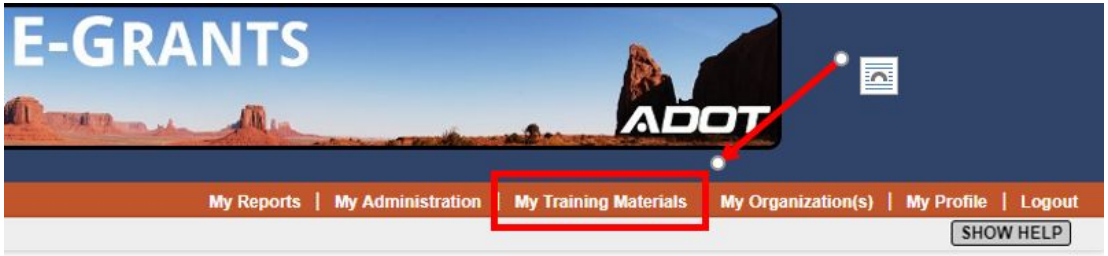
Phone: 1-866-449-1425

Email: azhelpdesk@agatesoftware.com

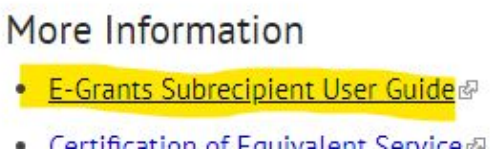


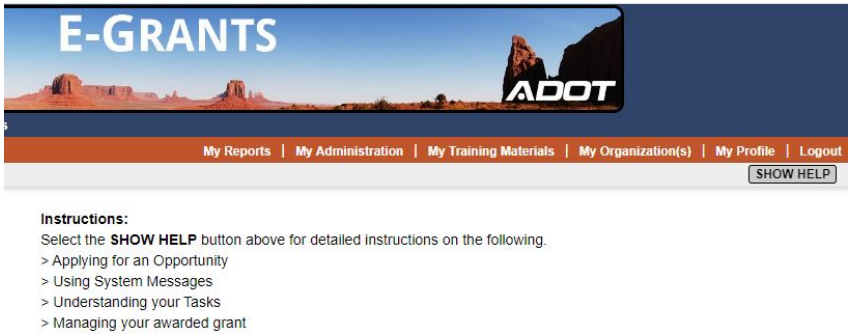


E-grants User Manual

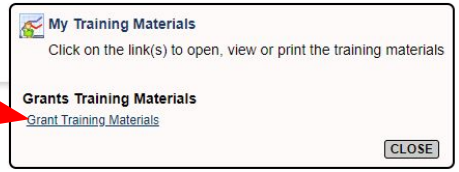


Transit Web Page
www.azdot.gov/TransitGuidebooks





Link to Transit Web Page



New User Registration

All new users register here

New User Registration
Forgot Password?

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; e.g. Program Director
- Once the Organization Administrato email *Notification of Access Approv*
- Once your organization is registere mit reports and submi

AGATE Help Desk

All new users register here

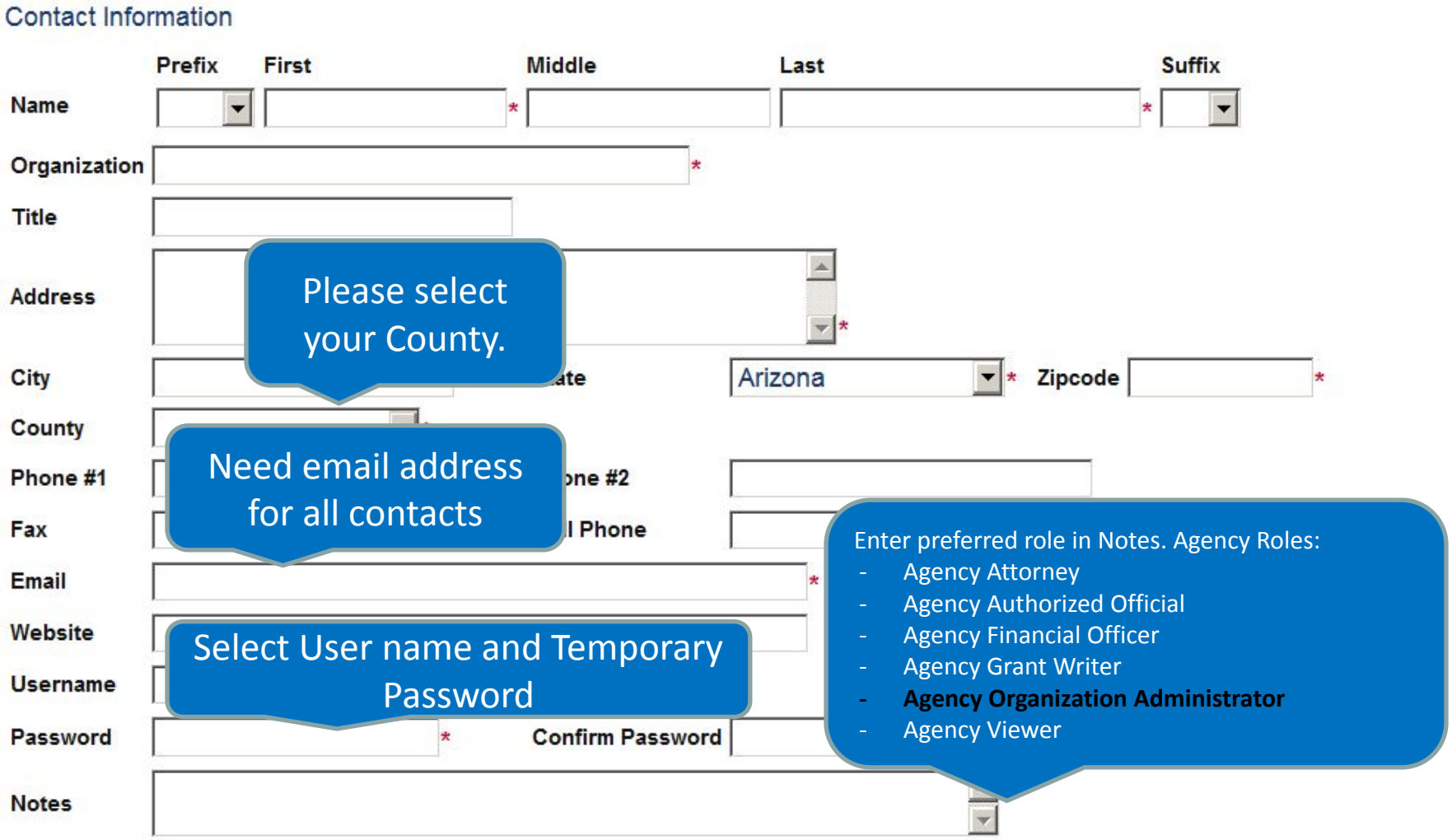
AGATE Help Desk Availability
Hours: Monday thru Friday 8am to 5pm MST
Phone: 1-866-449-1425
mail: azhelpdesk@agatesoftware.com

New Users Register HERE

E-Grants Roles

- 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 3 of the E-Grants Subrecipient Training document.

Profile for New users



Add ALL users

- FY2024 Regional Mobility Management applicants will be using the 2023 5310 application for the new Regional Mobility Management award cycle. Applicants will need to review organization members and add any missing users.:
  - Agency Leaders that might need access
  - Financial Officers
  - Any new staff

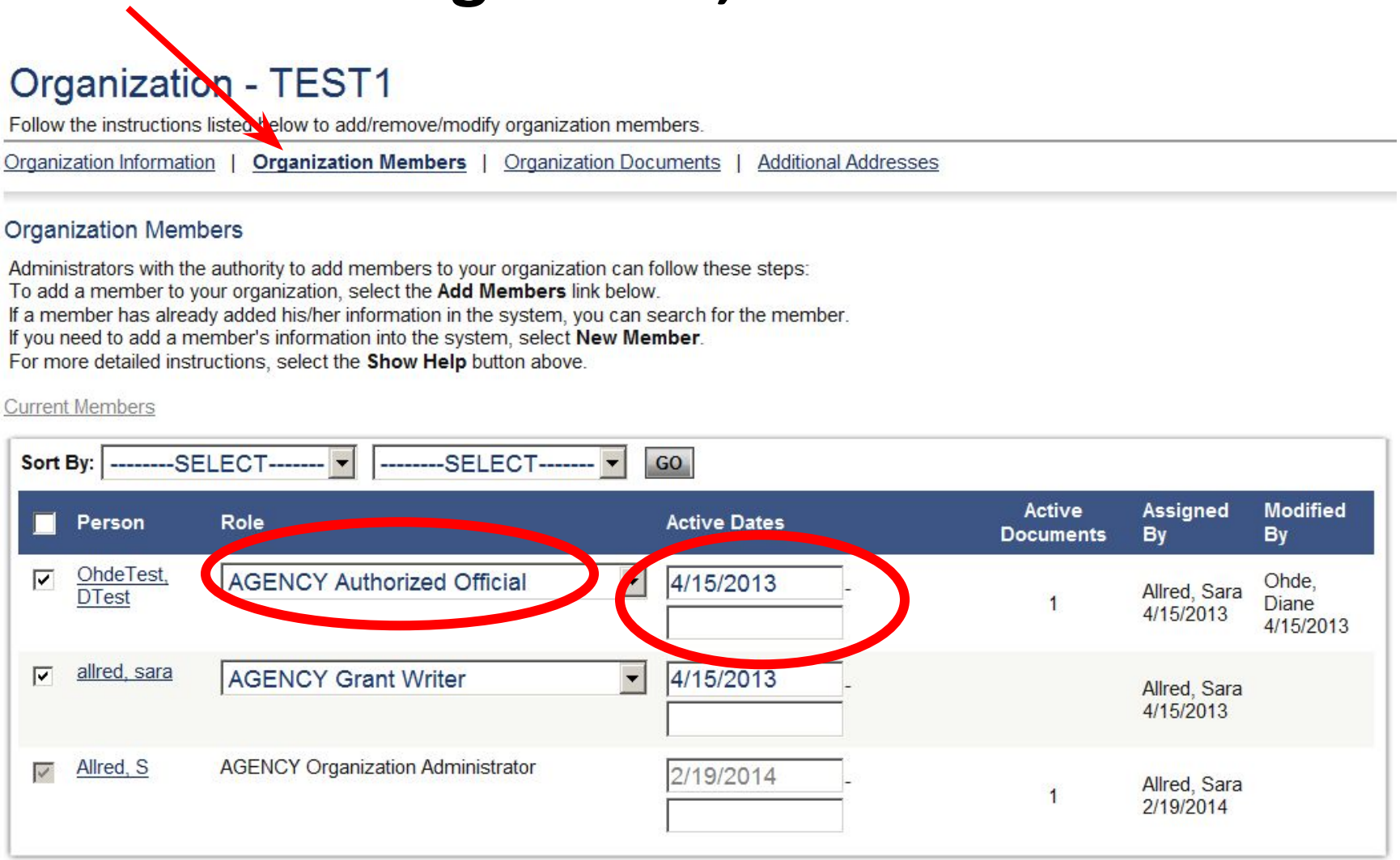
Maintain Organization Profile

Organization Information

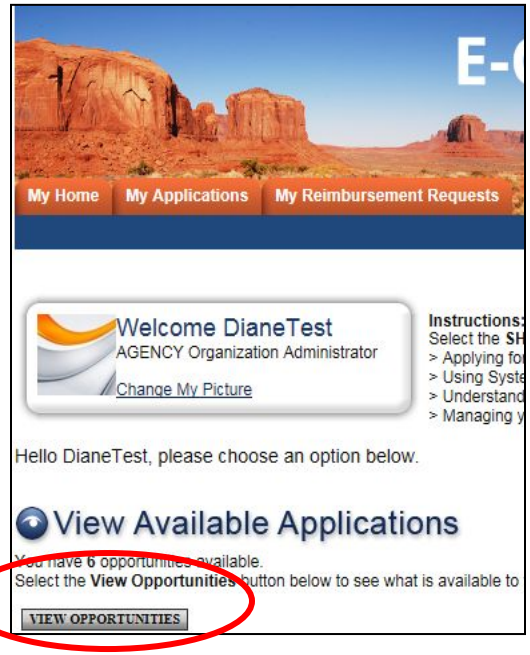
Name	Agate Arizona *
DBA	AA1
Acronym	AA2
COG/MPO	COG *
TAX ID	123123
Vendor #	PZ555262126
DUNS #	117555835 *
Abbreviation	AA3
Address Code	A001
Address	123 Test St. *
City	Glendale * State Arizona * Zip code 85032 *
County	Maricopa County *
Phone	(602) 555-4545 * Fax
Email	
Website	
Type	State

This information populates into your contract.

Manage Roles, Active Dates



Apply for the 2023 5310 Application



5310 Application for Krystal Smith 1234
Offered By:
ADOT Multimodal Planning Division

5310 Application Availability Dates:
08/01/2018-01/01/2022

5310 Application Period:
11/12/2019-01/01/2022

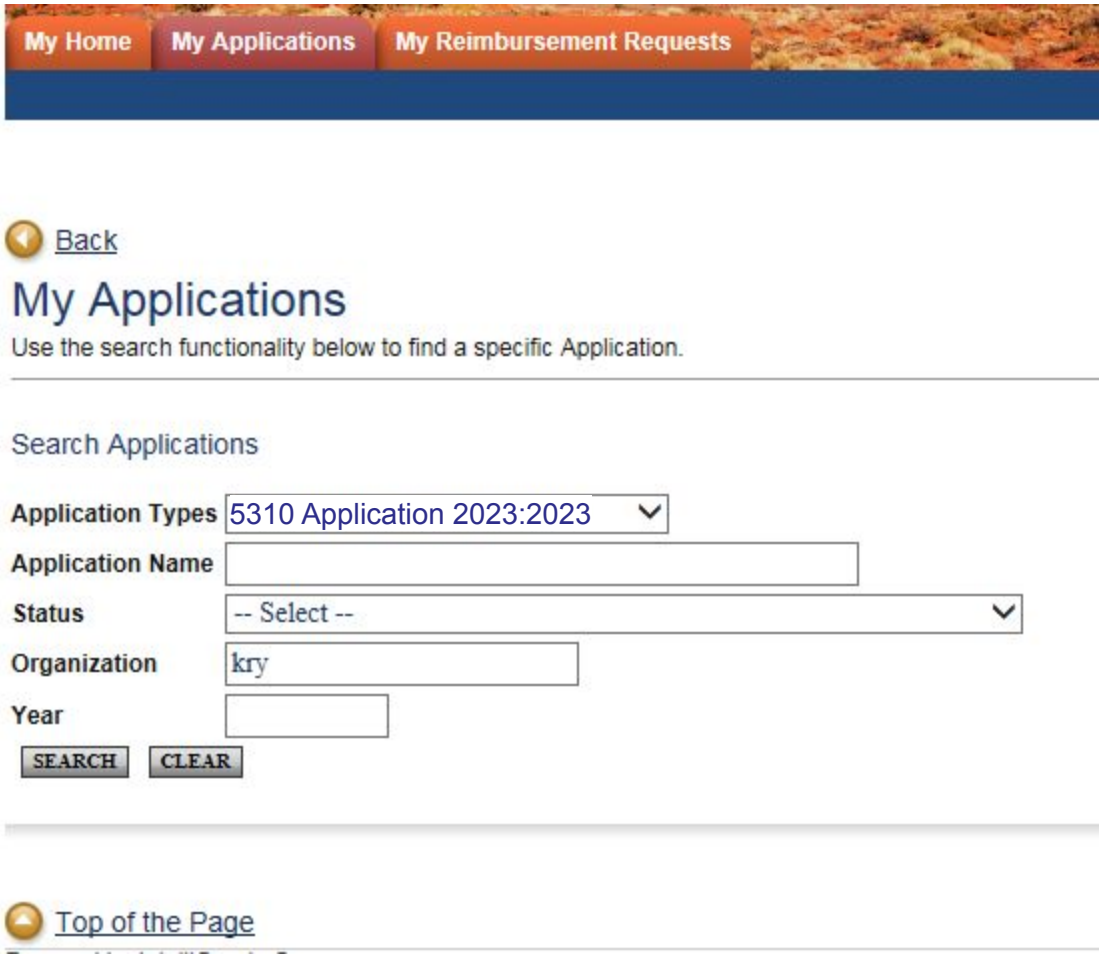
5310 Application Due Date:
02/16/2022

Description:
2019 - 49 U.S.C. 5310 authorizes the formula assistance program for the special needs of elderly individuals and individuals with disabilities, subject to annual appropriations. 49 U.S.C. 5310(a)(1) authorizes funding for public transportation capital projects planned, designed and carried out to meet the special needs of elderly individuals and individuals with disabilities.

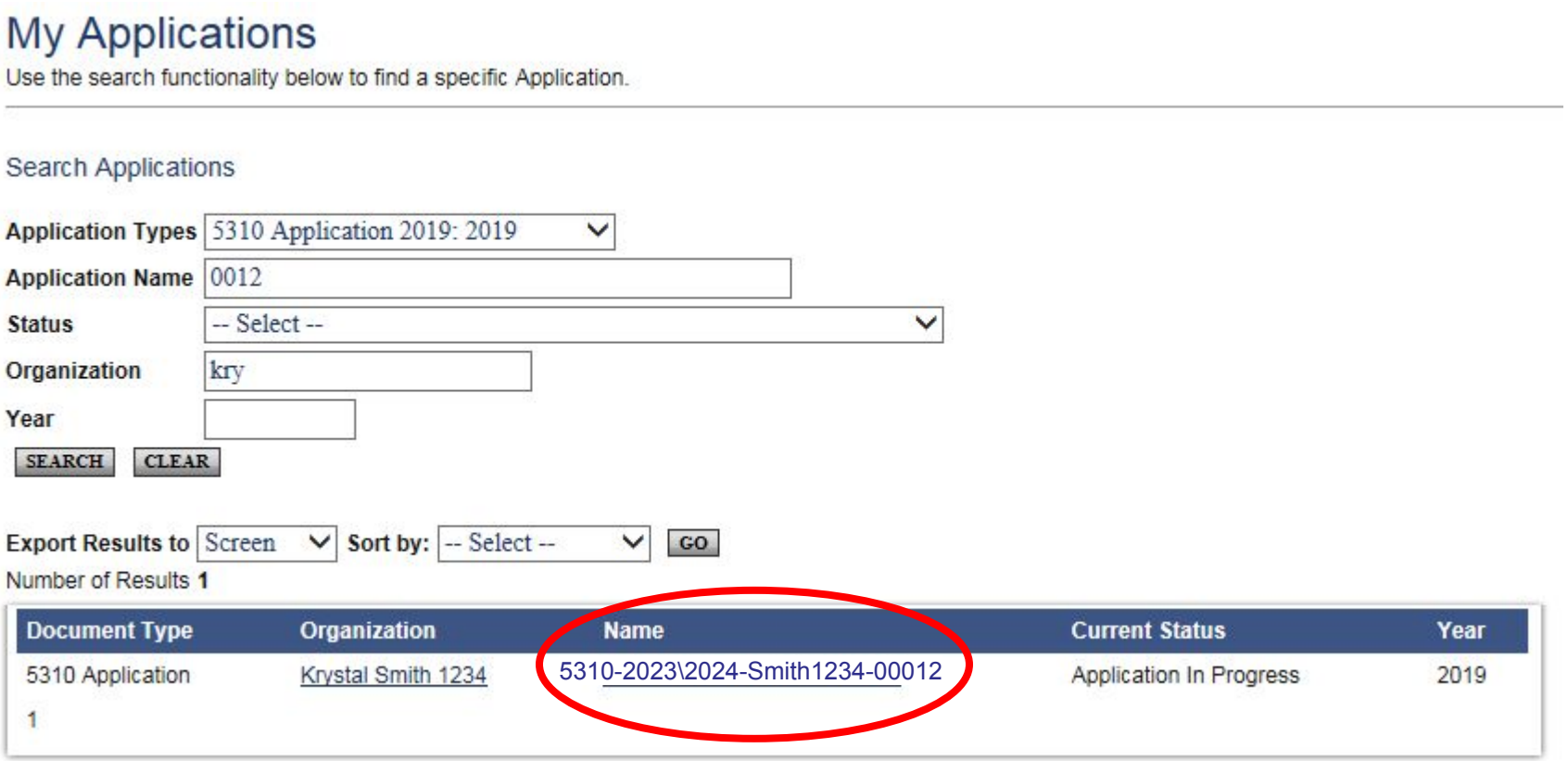
APPLY NOW NOT INTERESTED

Accessing your Application

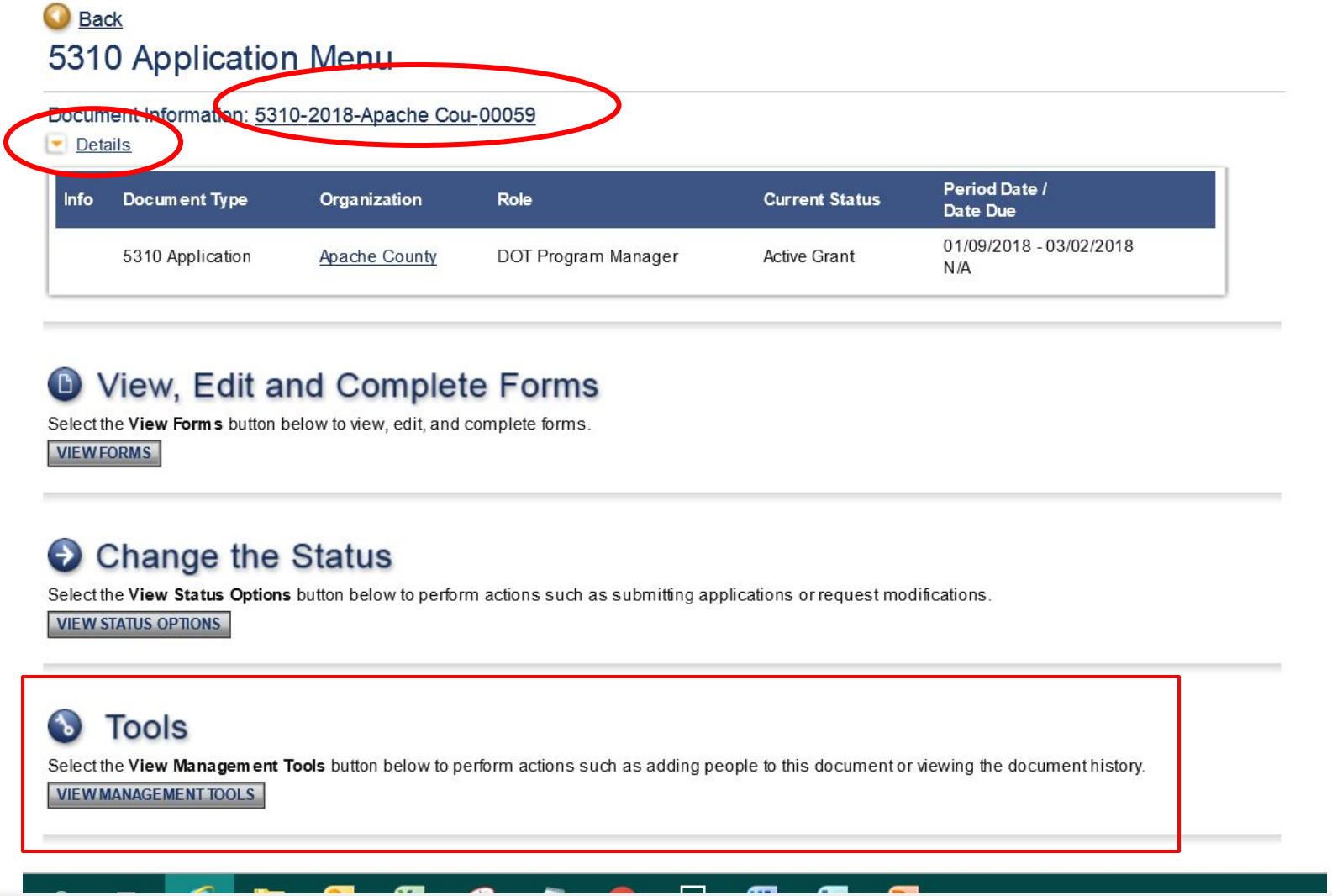
Application Search



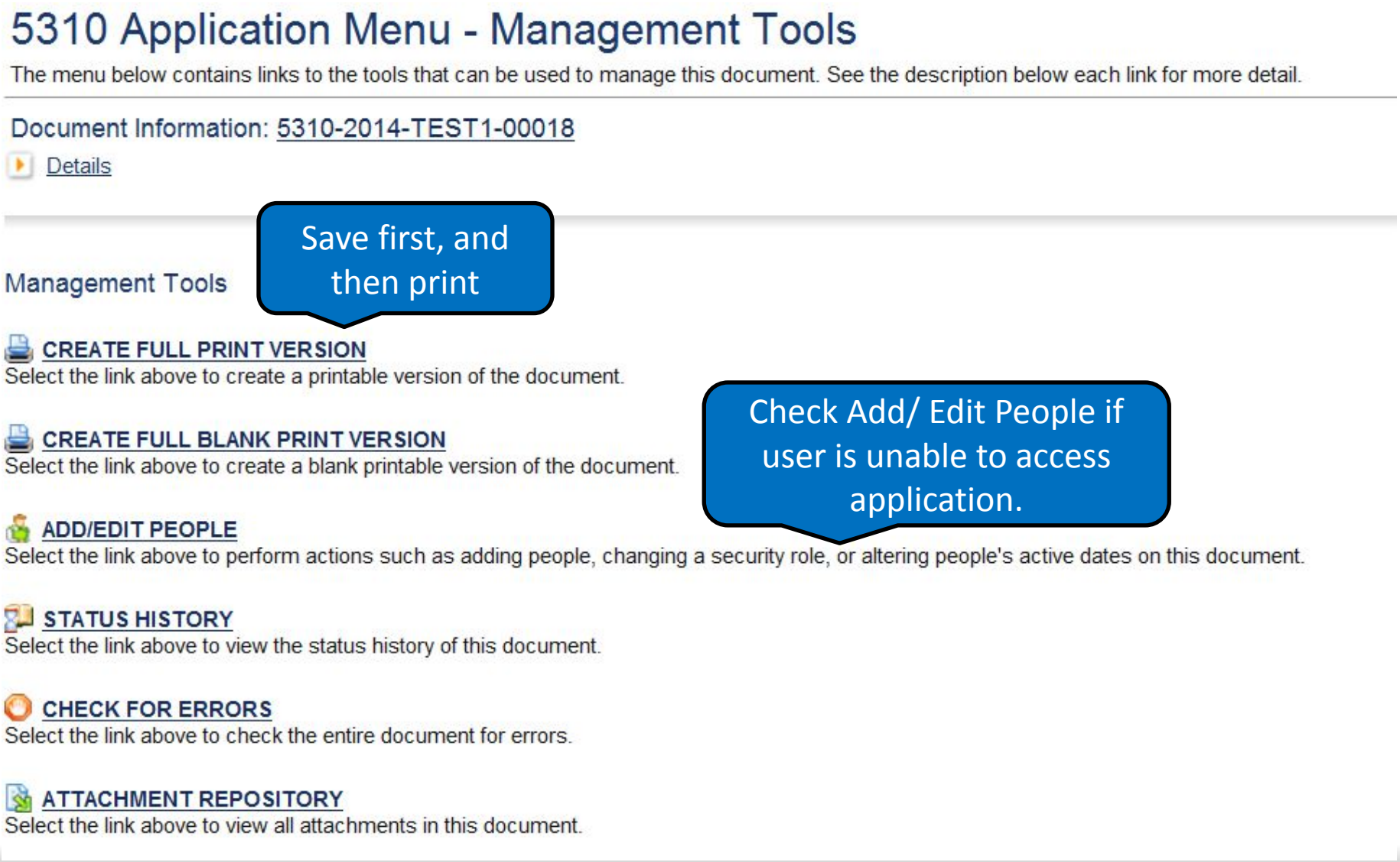
Application Search Results



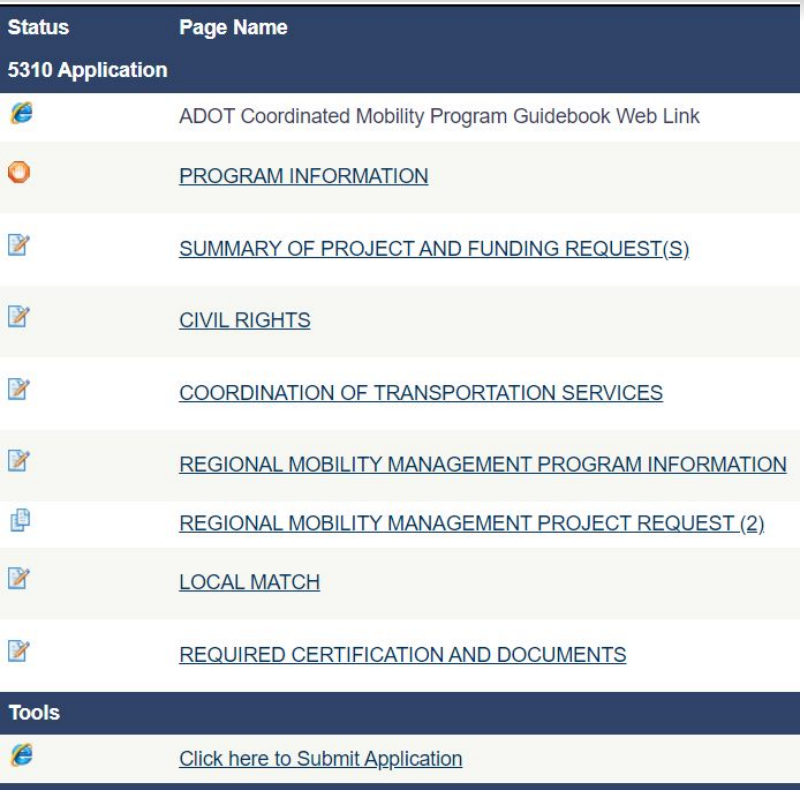
Application Navigation



Management Tools



Forms Menu



- Save early and often.
- When you first come in you can only see the 5310 Application Section forms.
- Saving activates the Agreement Section forms to display.
- Improved Form Name Titles
- New Form Title Hover feature.

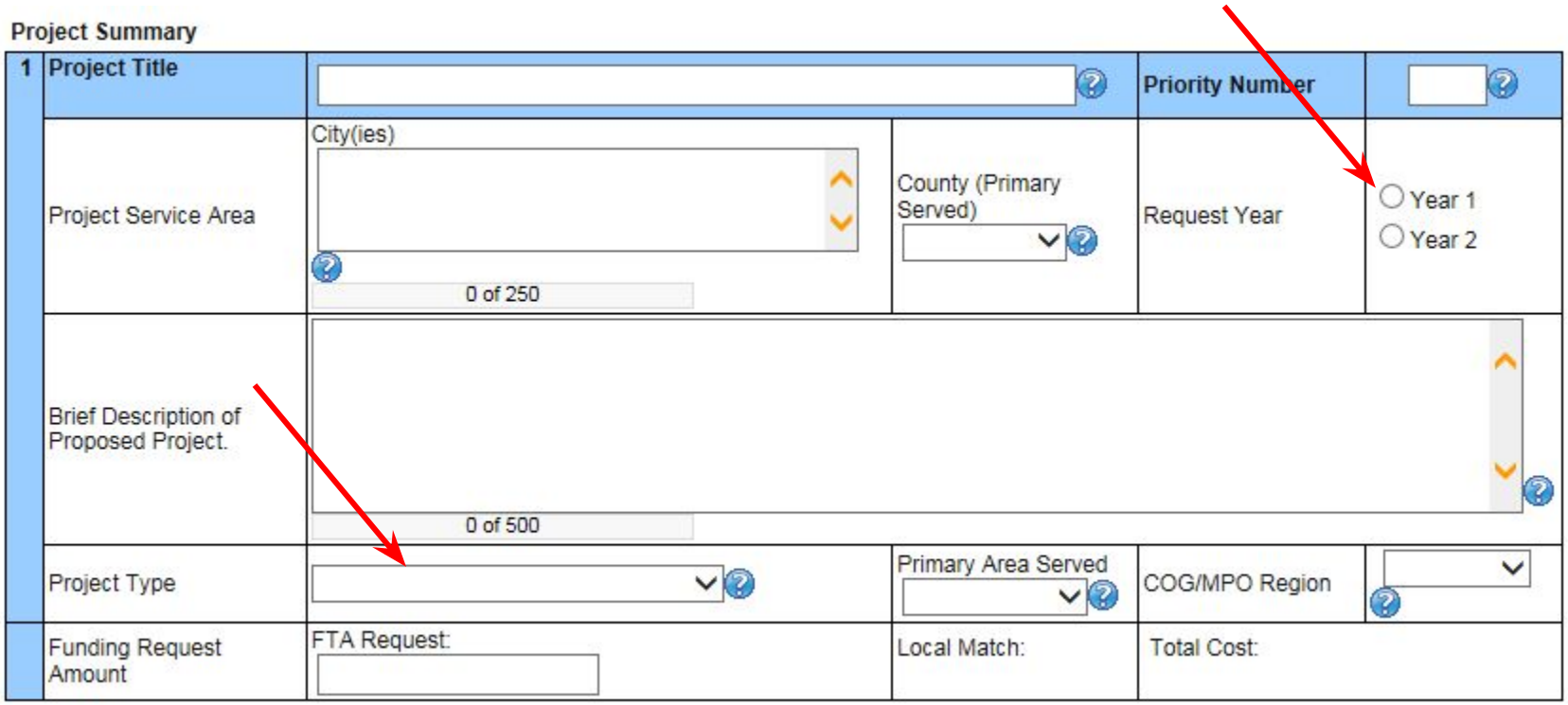
Key Forms - Mobility Management Application

- Program Information
- Summary of Project Funding and Request
- Coordination of Transportation Services
- Regional Mobility Management Program Information
- Regional Mobility Management Project Request

Summary of Project and Funding Requests

Reminders:

- Apply for Year 1 and Year 2 as Separate Projects.
- Must save and resave individual request pages, after any changes to the Project Summary Page or you cannot submit.



Program Information

4. Service Area. Indicate approximate percentage of census designated geographic areas the agency serves.

Click the link. Map of Area Types

Put your location address in the upper RIGHT corner and press enter.

The map will zoom to your location.
Click the colored area and they system will show which type of area you work in—you are in a rural area.

PERCENT of TRIPS or SERVICE AREA		AREA TYPE
100	%	Urbanized Area
	%	Small Urbanized Area
	%	Rural Area/Urban Cluster
100	%	TOTAL PERCENTAGE

Reminder:

- Skip questions 5-10 to question 11 if you do not provide transportation.

IF YOUR AGENCY DOES NOT PROVIDE TRANSPORTATION SERVICE, SKIP DOWN TO QUESTION 11.

Program Information

- The Budget-select either Agency or Transportation
- The budget section documents the need for the funding
- This section requests your current budget which for most applicants today includes the grant funds you receive from ADOT towards mobility management. Please include these as well as other funding sources that support the program.

Civil Rights

Reminder:

- Skip questions 10-17 if your agency does not provide transportation.

IF YOUR AGENCY DOES NOT PROVIDE TRANSPORTATION SERVICE, SKIP DOWN TO QUESTION 18.

10. Yes ◯ No ◯ * FTA requires that if your agency has any non-ADA accessible vehicles in your fleet, your agency must be able to provide "equivalent service" through some other means, such as sufficient other accessible vehicles or a written agreement with another provider in your service area to provide a lift-equipped vehicle when needed. Does your agency have at least one fully operable wheelchair accessible vehicle meeting ADA standards, with available qualified driver(s), for each of your primary service areas?

Coordination of Transportation Services

3. Please answer the following questions regarding agency procedures that support transportation coordination in the following areas.

◯ Yes ◯ No*	a. Do you provide information on services, hours of service, fees, and eligibility to the region?
◯ Yes ◯ No*	b. Do you participate in training provided by other agencies?
◯ Yes ◯ No*	c. Do you make current training programs available to other agencies?
◯ Yes ◯ No*	d. Have you provided information on vehicle maintenance and insurance to the region?
◯ Yes ◯ No*	e. Do you have at least one agreement in place with another agency to provide or obtain services if needed? (e.g. for an accessible trip or if there is a breakdown or staff shortage)

Regional Mobility Management

Reminders:

- Every project each year needs to have its own Regional Mobility Management project page.

6. Describe any efforts to develop relationships or partnerships for this project including efforts that may result in additional funding.

Local Match

- Lobbying Certification is Now Required on the Local Match page

REQUESTED BUDGET SUMMARY			
	Total Request	Federal Request	Local Match
Total	$208,740	$129,600	$79,140

- The total will carry over from the **Summary of Project and Funding Request(s)** form.

LOCAL MATCH			
Match Amount	Name of Match Contributor	Contribution Source	Please Describe
$10,000	Pima	County	Volunteer Driver
$69,140	Cash Match	Other	

Total: $79,140

In-Kind Match

LOCAL MATCH

Match Amount	Name of Match Contributor	Contribution Source	Please Describe
$10,000	Pima	County	Volunteer Driver
$69,140	Cash Match	Other	

Total: $79,140

IN-KIND

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.
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.
Also add the total in-kind requested into the Local Match table above. Enter "In-Kind (description)" in the Please Describe column.

See IRS Mileage Reimbursement Rates.

See IRS Approved Volunteer Rates.

The following instructions will help guide you on how to 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 (See HELP for In-Kind Match Sample Entries)

Projects	Source of Donations / Service	Value of Service / Unit of Measure		Number of Units	Total In-Kind
Operating Year 1	Volunteer Drivers	$10.00	per hour	1000	$10,000.00
			per		
			per		

Total: $10,000

All In-Kind match must be documented in the In-Kind Match Section and in the Local Match section.

5310 Application Overview

In-Kind Match

- Value of *non-cash* contributions
- May be in the form of real property, equipment, supplies, services, and other expendable property
- In-Kind match must be documented on the local match page of the application to ensure it is allowable by the FTA

Common In-Kind Contributions – 5310

- Volunteer Drivers
- Equipment or space
- Participation in Coordination Activities
- Donated goods and services
- Employees of other organizations

5310 Application Overview
In-Kind Match Eligibility

In-kind Contributions:

- **Verifiable** in the sub-recipient's records.
- **Necessary and reasonable** for proper and efficient in meeting project or program objectives.
- **Allowable** under the applicable cost principles.

5310 Application Overview
In-Kind Match

In-Kind Contributions:

- **Not paid** by the Federal Government **under another award**, except where authorized by Federal statute to be used for cost sharing or matching.
- Provided for in the **approved budget**.
- Conform to other grant provisions for federal regulations

  (Uniform Administrative requirements).

5310 Application Overview

Recording In-Kind Contributions

- Maintain adequate documentation to support amounts claimed as match
- Maintain same documentation for both Federal share and for grantee's share
- Documentation must meet same standards as other expenditures within organization
- Record donation and valuation of item in detail
- **Enter into the General Ledger as income and expenditure**
  - **Failure** to enter match contributions into general ledger requires a formal explanatory policy and separate spreadsheet accountability of receipt and use

5310 Application Overview

Valuing In-Kind Contributions

- Use fair market price
- Consider what it would cost to obtain similar goods or services in the geographic area
- The donor must provide the value of the donation
- Review the donation letter or form to ensure the value is reasonable

*The IRS defines fair market value as the price that item would sell for the open market.

2021 Application Documents

- ❑ Map showing location for agency service
- ❑ Title VI Plan
- ❑ Indirect Cost Allocation Plan (if applicable)
- ❑ Transportation Section Org Chart

Application Signatures

- Two locations where signatures are required in the application (print, sign, date and upload):
  - Signature Page for Grant Agreement
    - Approved signatory for the agency must sign this page
  - Attorney Determination for Grant Agreement
    - If a unit of government
      - Attorney must sign
        - The person signing must be the individual authorized to enter into the grant agreement for your agency.
  - Please do not alter the forms.
  - If waiting for board/council resolutions:
    - Note in the upload when the board/council will take action.

Other Contract Requirements

- **Click** the agreement button on each exhibit page.
- MPD finance is not your financial contact for Transit funding. Please contact your program manager.
  - Aubree Perry (APerry2@azdot.gov)
  - Brian McCoy (BMccoy@azdot.gov)

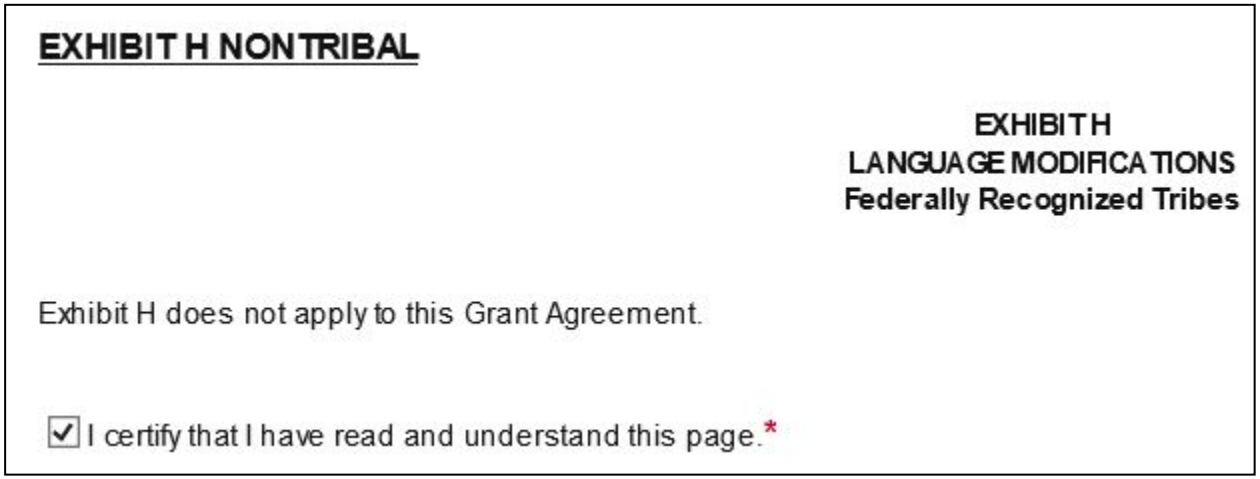


EXHIBIT H NONTRIBAL

EXHIBIT H
LANGUAGE MODIFICATIONS
Federally Recognized Tribes

Exhibit H does not apply to this Grant Agreement.

☑ I certify that I have read and understand this page.*

Application Requirements

- All applicants must be registered in SAM.gov before submitting an application.
  - https://sam.gov/SAM/
- All applicants must maintain an active registration in SAM.gov.
  - Annual actions need to be taken to keep your registration active.
  - If you are not current in SAM.gov we cannot award funds to you.

Important Facts - Title VI Plans

- MPOs and COGs have different requirements than non-profits and different deadlines to comply with Civil Rights
- All current MPO and COG Civil Rights plans have been accepted by CRO
- Updated Civil Rights plans due August 1st every year

Arizona Department of Transportation

Civil Rights Office

ADOT Civil Rights Office
206 S. 17th Ave., MD 155A
Phoenix, AZ 85007
602.712.8946

CivilRightsOffice@azdot.gov

Contacts: Lucy Schrader or
Danielle Valentine

5310 Application Overview

Application Evaluation Process

- Must demonstrate benefit to Seniors and Individuals with Disabilities.
- The applications are ranked by the following criteria:
  - Met project threshold criteria
  - Agency is certified and verified as an eligible applicant
  - Financial and Managerial Capability
  - Local Commitment to Transit and Accessibility
  - Safety and Training

5310 Application Overview

Appeal Process

Applicants are provided opportunity to appeal funding decisions:

- Formal Appeal Letter
  - Project Description
  - Grounds for Appeal
  - Revised Funding Request
- Substantiating Documentation
- Submit All Documentation within Ten (10) Days of Award

Application Points to Remember

- Save Frequently
- Be thorough in your responses
- Do not just repeat the same answers previously written as questions may have changed and so have conditions in your program.
- Applications are ranked by their responses demonstrating the impact and mobility management service to the 5310 program and funded accordingly.

Application Tips

- Do not open two versions in the same browser
- 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.

ADOT 5310 Key Dates

ADOT Publishes NOFA	Monday January 22, 2024
5310 Application Opens in E-grants	Monday January 22, 2024
Application Deadline	**March 5th, 2024 at 3:00 PM**
Agency time to cure	March 13-19, 2024
Budget meetings with off-cycle grants	February 2024 - April 2024
Preliminary notice of awards	Late May 2024
Final award (Exhibit A)	September 2024*
Federal Fiscal Year Begins	October 1, 2024

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

Questions?