

**FY2024 5310 Regional Mobility Management Application Frequently Asked Questions (FAQ)
Revised 2/29/24**

Application Due Date: March 5, 2024 at 3:00PM

FY2024 5310 Regional Mobility Management Webinar - Tuesday, February 13, 2024

Webinar Recording: https://youtu.be/wSzIF__aUS8

Questions	Responses
<p>When there has been a change at the Executive Director. Would the agency need to get the implementation plan signed again with the new executive directors signature on the plan?</p>	<p>Yes. The Title VI plan would need to be re-signed and approved by the new Executive Director. Once completed, the Title VI plan will need to be sent to the ADOT Civil Rights office in order to notify them of the change in Director. The Title VI plan would be required to be reviewed due to this change.</p> <p>The updated Title VI plan would need to be re-uploaded to the agency's website with the original Board Approval Minutes attached.</p>
<p>Copy forward section on grants. Are we ok to use that tool for the standard info?</p>	<p>Yes. Forms feed each other. An important step to remember is you save from the top and work your way down each of the forms. Some of the application forms may not populate correctly if you do not start at the top. Also please make sure that you review and update any information that is copy forward.</p>
<p>Under the program information section questions 12 (Program Budget) Revenues: Where are these numbers coming from? The UPWP or TIP or a combination of both? Do we combine both years' figures in this section? Are these numbers solely 5310 related expenses or the overall total for the MPO?</p>	<p>Question 12 on the Program Information page is the budget that will be used to fund regional mobility management activities that your agency will be applying for. Please remember that 5310 Regional Mobility Management funding is separate from UPWP funding and a separate grant agreement is executed for 5310 funding.</p> <p>The Unified Planning Work Program (UPWP) and the Transportation Improvement Program (TIP) are two different documents. The UPWP identifies the planning priorities and activities for both Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) for</p>

expenses relating to FHWA and FTA planning funding.

The TIP is where all applicable Transportation projects and services within a region are listed. So, the information that you enter on question 12 can be your entire budget or just the budget for 5310 Regional Mobility Management activities.

Does the 5310 funding amount get depleted at the end of the grant cycle? Does it roll into the next year's cycle?

ADOT 5310 funding is awarded for use during the 2 year application cycle. Funding must be expended during the 2 year award period or they will be recaptured by ADOT. Funds do not carry forward into the next 2 year application cycle.

When are COG and MPO coordination plan updates due?

COG and MPO coordination plan updates are due on March 31, 2024.

On the Regional Mobility Management request page, question #9 requests that the budget section be completed. I need clarification on what information should be entered on the Proposed Budget table.

Proposed Project Budget

9. Completion of this section is required. Enter zeros in the fields that do not apply to your program.

ESTIMATED DIRECT EXPENSES:	PROPOSED BUDGET
a. Administrative Office Supplies and Services	<input type="text"/>
b. Benefits	\$17,465.00
c. Marketing	<input type="text"/>
d. Fuel	<input type="text"/>
e. Insurance	\$22,962.00
f. Lease and Rentals	<input type="text"/>
g. License Fees and Taxes	<input type="text"/>
h. Materials and Supplies	<input type="text"/>
i. **Miscellaneous (Explain Below)	<input type="text"/>
j. Salaries/Wages	\$86,477.00
k. ***Transit Contract Services (Explain Below)	<input type="text"/>
l. Utilities	<input type="text"/>
m. Vehicle Depreciation	<input type="text"/>
n. Vehicle Maintenance and Repair Services	<input type="text"/>
TOTAL EXPENSES	\$126,904.00

This table should show your budget for each project included in your application. Estimated expenses should show all anticipated costs in this section (A- N). Remember this application is for Regional Mobility Management activities only and no other 5310 funded activities can be considered in this application cycle.

