

5310 FY2025 Application Workshop FFY 2025-2027 Jan 22, 2025



Title VI Notice to the Public

ADOT



ADOT'S NONDISCRIMINATION NOTICE TO THE PUBLIC

The Arizona Department of Transportation (ADOT) hereby gives public notice that it is the Agency's policy to assure full compliance with Title VI of the Civil Rights Act of 1964, Title II of the Americans with Disabilities Act of 1990 (ADA), and other related authorities in all of its programs and activities.

ADOT's Title VI and ADA Programs require that no person shall, on the grounds of race, color, national origin, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity.

Any person, who believes his/her Title VI or ADA rights have been violated, may file a complaint. Any such complaint must be in writing and filed with the ADOT Civil Rights Office within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. For additional information about ADOT's Civil Rights programs and the procedures to file a complaint contact ADOT Civil Rights Office via the information listed below:

AVISO PÚBLICO DE LA LEY DE NO-DISCRIMINACIÓN DE ADOT

El Departamento de Transporte del Estado de Arizona (ADOT) informa al público que esta agencia tiene como regla asegurar el cumplimiento total del Título VI de la Ley de los Derechos Civiles de 1964, del Título II de la Ley de ciudadanos Americanos con Discapacidades de 1990 (ADA) y otras normas relacionadas con todos sus programas y actividades.

Los programas del Título VI y ADA de ADOT exigen que a ninguna persona se le excluya de participar, se le nieguen beneficios o de ninguna otra manera sea sujeta a discriminación en ningún programa o actividad de ADOT por motivo de raza, color, país de origen, o discapacidad.

Cualquier persona que crea que se han violado sus derechos bajo el Título VI o el ADA, puede presentar una queja. Esta queja debe presentarse por escrito a la Oficina de Derechos Civiles de ADOT dentro de ciento ochenta (180) días a partir de la fecha en que se alega que ocurrió la discriminación. Para recibir más información sobre los programas de Derechos Civiles de ADOT y los procedimientos para presentar una queja, por favor póngase en contacto con la Oficina de Derechos Civiles de ADOT a través la información que aparece abajo:

KRYSTAL SMITH
ADA/504 Nondiscrimination Program Coordinator
Ksmith2@azdot.gov

DANIELLE VALENTINE
TITLE VI Nondiscrimination Program Coordinator
Dvalentine@azdot.gov

ADOT Civil Rights Office
206 S. 17th Avenue, Mail Drop 155-A
Phoenix, AZ 85007
602.712.8946
602.239.6257 FAX
azdot.gov
CivilRightsOffice@azdot.gov

MPD Transit Team

Administration

Tina Munoz – Transit Group Manager
Aubree Perry – Transit Group Asst. Manager and State Transit Planner

State Safety Oversight

Brian Brinkley
Dan Porter
Ty McLeod

Transit Program Managers

Shatawn Reed
Luke Taylor
Jesse Zaragoza

Program Support

Edmund Shepard – Vehicles Management Analyst
Ann Cochran – Transit Program Specialist
Diane Ohde – Transit Grants Business Analyst Consultant
Vacant– Contract Specialist / RTAP Administrator

Program Manager by Region

Region	Transit Program Manager
CAG SCMPO SEAGO SVMPO	Jesse Zaragoza
CYMPO MAG YMPO	New PM
FMPO NACOG	Luke Taylor
LHMPO PAG WACOG	Shatawn Reed

Agenda

- 5310 Program Overview - Part 1
 - Eligible Applicants and Projects
 - Funding Breakdown
 - Local & In-kind Match
 - Title VI Plan Requirement
 - Program Guidebook Updates
- BREAK (15 mins)

Agenda

- 5310 Program Overview - Part 2
 - Vehicle Requests
 - Common Application Mistakes
- 5310 FY2025 Application Highlights and Overview of Changes
- Navigating the 5310 FY2025 Application
- 5310 Application Reminders
- Q&A

5310 Program Overview - Part 1

5310 Coordinated Mobility Program

Section 5310 Enhanced Mobility of Seniors (65+) and Individuals with Disabilities Program commonly known as the Coordinated Mobility Program

Program provides funding to:

- Purchase of Capital Equipment and Vehicles
- Maintenance
- Mobility Management
- Operations

2 Year Application

Regional Coordination Plans

- Applicants must coordinate their project requests with their COG/MPO
- Prioritization list for FY 2025 and FY 2026 included in the plan
- Projects in new areas must be in each coordination plan--Contact MM ASAP.

Eligible Applicants

- Private Non-profit Organizations
- Operators of Public Transportation
- State or local government Authority, Tribal Government or related Tribal community agencies
- Public Agencies, such as Council of Governments (COGs) or Metropolitan Planning Organizations (MPOs)

ADOT 5310 Key Dates

ADOT Publishes NOFA	January 22-24, 2025 - <i>Tentative</i>
5310 Application Opens in E-grants	January 22-24, 2025 - <i>Tentative</i>
Application Deadline	March 7 2025 by 3:00 pm MST - <i>Tentative</i>
Agency time to cure Deadline	March 21, 2025 - Tentative
Preliminary notice of awards	May 2025
Final award (Exhibit A)	September 2025*
Federal Fiscal Year Begins	October 1, 2025
Year 2 Award Confirmation	Spring 2026

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

Maps

ADOT Area MAP link on the project selection page.

<https://adot.maps.arcgis.com/apps/instant/lookup/index.html?appid=b51690b2646e4ba29a20ec8fce4abbc>

- Urban
- Rural
- Small Urban

4. Service Area. Indicate approximate percentage of census designated geographic areas the agency serves. Total percentage should equal 100%.

Click the link [Map of Area Types](#)

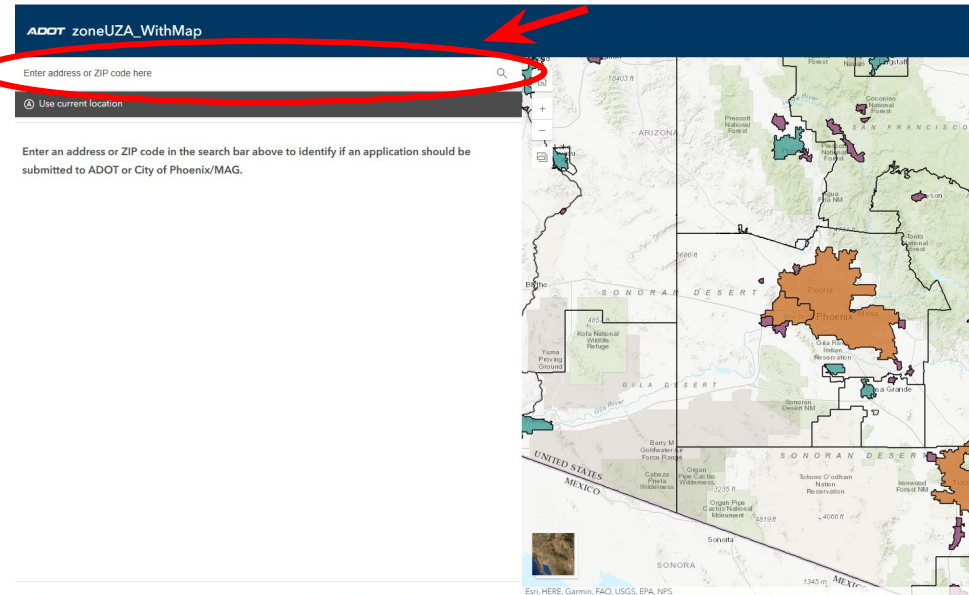
Option 1

Put your location address or ZIP code in the upper LEFT corner and click on the Search icon.

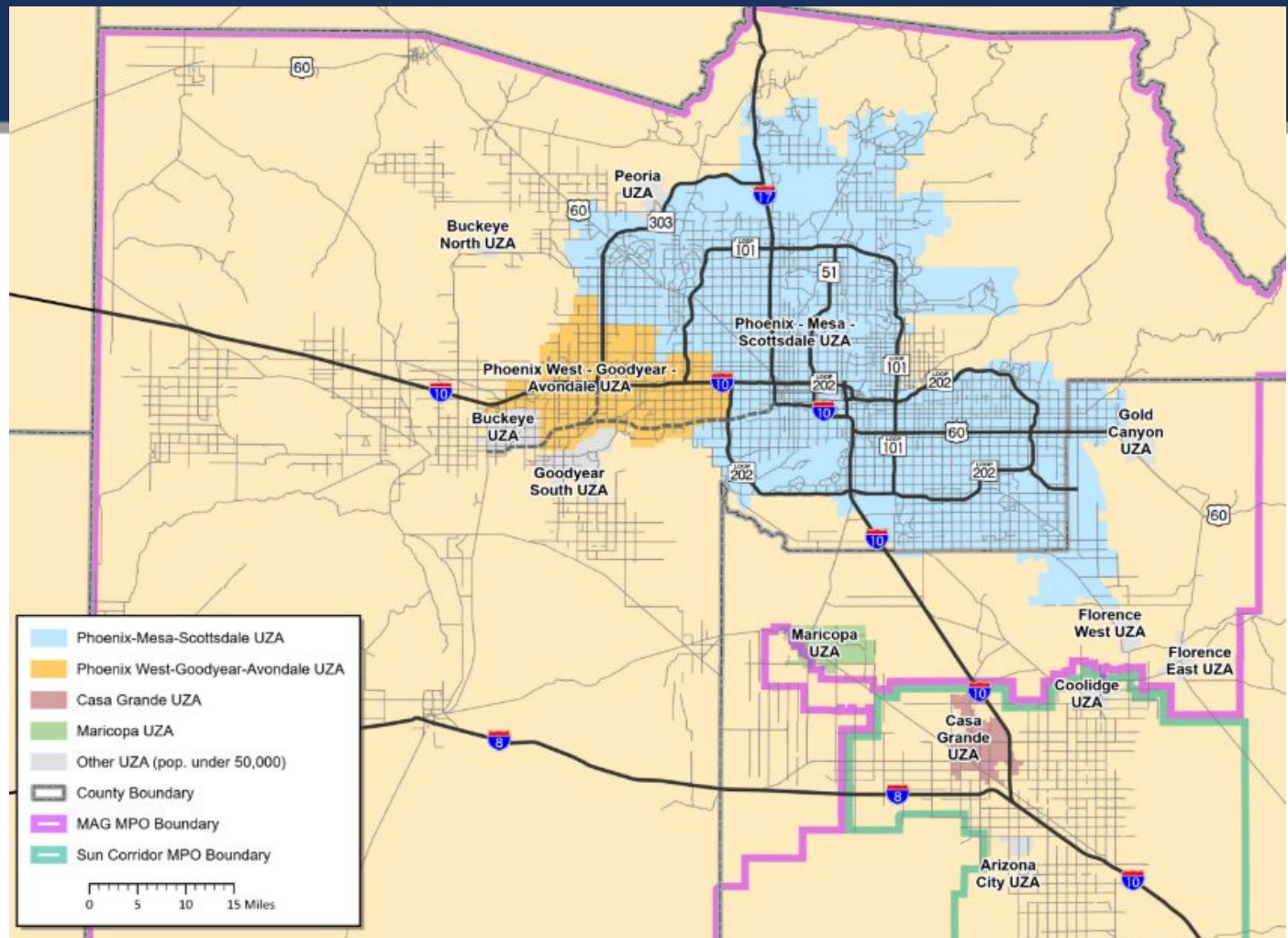
Option 2

Click on 'Enter address or ZIP code here', then click on 'Use current location'.

The system will display a map and show which type of area you work in—rural, small urban, or urban. If you are listed as urban cluster, you are in a rural area.



The
Phoenix-Mesa
UZA - see MAG
for application.



**Mobility Manager
contacts are posted to
the ADOT website at
<https://azdot.gov/planning/transit-programs-and-grants/5310-enhanced-mobility-seniors-and-individuals-disabilities>(MM tab)**

Agency Name	Mobility Manager	Phone
Central Arizona Governments (CAG) - *SCMPO	Zeena Gagnon	480.474.9300
Central Yavapai Metropolitan Planning Organization (CYMPO)	Michael Lamar	928.442.5730
Lake Havasu Metropolitan Planning Organization (LHMPO) - *WACOG	Felicia Mondragon	928.753.1374
Maricopa Association of Governments (MAG)	DeDe Gaisthea	602.254.6300
MetroPlan - *NAIPTA	LaReina Reyes	928.679.8958
Northern Arizona Council of Governments (NACOG)	Tod Morris	928.213.5236
Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA) - *MetroPlan	LaReina Reyes	928.679.8958
Pima Association of Governments (PAG)	Genine Sullivan	520.495.1093
Southeastern Arizona Governments Organization (SEAGO) - *SVMPO	Jessica P. Aguayo	520.432.5301 X 215
Sierra Vista Metropolitan Planning Organization (SVMPO) - *SEAGO	Jessica P. Aguayo	520.432.5301 X 215
Sun Corridor Metropolitan Planning Organization (SCMPO) - *CAG	Zeena Gagnon	480.474.9300
Western Arizona Council of Governments (WACOG) - *LHMPO	Felicia Mondragon	928.753.7374
Yuma Metropolitan Planning Organization (YMPO)	Jesus R. Aguilar (JR)	928.783.8911

5310 Application Overview

Eligible Trip Purpose

- Vehicles and Equipment can be used for the following trip locations:
 - Medical appointments
 - Employment
 - Social services and facilities
 - Meals (not meal delivery)
 - Rehabilitation services
 - Shopping
 - Recreational and social activities

5310 Application Overview

In-Eligible Trip Purpose

- Vehicles and Equipment many not be used for the the following purposes:
 - Delivering meals **primarily** to persons in their homes.
 - Provide emergency medical transport or ambulance service on a regular basis
 - To provide regularly scheduled school bus service or charter bus service.
 - 5310 Transport Vehicles can not be used as a staff support vehicle.

5310 Application Overview

Eligible Projects

- Capital Vehicles - Procured by ADOT
- Other Capital
 - ITS and Non-ITS Projects
 - Preventive Maintenance
 - Mobility Management Projects
- Operating

5310 Application Overview

Other Capital Projects

- Preventive Maintenance
- Graphics or on board equipment
- Hardware/Software (ITS projects)
 - ITS Projects need ITS plan
- Vehicles and Other Mobility Management should not be requested under this Project Type

5310 Application Overview

Capital - Preventive Maintenance

- Preventive Maintenance is eligible for all activities, supplies, materials, labor, services, and associated costs required to preserve or extend the asset in a cost effective manner to maintain the vehicle
- Must be able to document anticipated project costs in the application.

2. How was the cost determined (For Equipment or Preventive Maintenance)?

5310 Application Overview

Capital - Mobility Management

- Travel Training
- One-Click/One-call dispatch centers--ITS Plan Applies
- COGs and MPOs apply for regional mobility management project funding in off-cycle years

5310 Application Overview

Operating Funds

Examples of Eligible Operating Projects	
Mileage Reimbursement of Volunteer Drivers	Fuel
Vehicle Maintenance and Repair Services	Insurance
Materials and Supplies	Labor
Contract or Purchased Transit Services	

Note: Operating projects awarded in this application cycle will be funded using traditional 5310 operating funds;

5310 Application Overview

Operating Funds

- Services for seniors and individuals with disabilities when public transportation is unavailable or insufficient
- And meet one of the following:
 - Exceed minimum ADA requirements
 - Improve access to fixed route service and decrease reliance on complementary ADA Paratransit service
 - Provide public transportation alternatives that assist our target users

5310 Application Overview

Operating Funds

- ADOT prioritizes operating projects that serve the general public as well as the client base



5310 Application Overview

Traditional Funding Breakdown

Anticipated Annual Apportionment Based Off FFY 2024 Full Apportionment		
Funding Type	Total Available	Maximum Operating Available
Rural	\$1,231,712	\$431,099
Small Urban	\$1,842,032	\$644,711
Tucson (Urban)	\$1,270,823	\$444,788
Rural STBG	\$1,350,000	Not Eligible for Operating

5310 Application Overview

Local Match Ratios

Local Match Ratios	Maximum Federal Share	Minimum Local Share
Operating	50%	50%
Capital	80-90%	20-10%
Preventive Maintenance	80%	20%
Mobility Management	80%	20%

Match is committed at the time of application

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 and provide written acknowledgement
- Upload the **donation letter** or **Guidebook form** in the application

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

5310 Application Overview In-Kind Match Valuation Proposal form

In-Kind Match Valuation Proposal Form

In-Kind Match Valuation Proposal

When preparing documentation for verification of matching funds, Sub-recipients must follow the instructions provided in Section II, Part II, subsection D of the ADOT Coordinated Mobility Grant Program Guidebook. The use of this form is required for submission with an application if the applicant intends to use in-kind resources as a source of local match. One form should be completed for each source of in-kind match provided that it will be used as local match for the project requested.

Legal Name and Address of the Third-Party providing an In-Kind Contribution:

Total Value of Third-Party In-Kind Donation for Eligible Project Purposes: \$ _____

In the chart below for *Third-Party In-Kind Contributions*, identify or describe the (a) item being donated, whether it is a *Good* or a *Service*, mark "G" for Good and "S" for service, (b) *nature* of the goods and/or services to be donated to the project during the grant period, (c) *when* the goods and/or services will be donated during the proposed grant period, and (d) the *value* of the goods and/or services. Organizations including the services of affiliated volunteers must follow the third-party verification requirements herein, for *each individual volunteer*.

Third-Party In-Kind Contributions

Is this a Good or Service? (G or S)	Description of the Goods and/or Services	When the Goods and Services will be Donated (month/year)	Fair Market Value (FMV) of Goods and/or Services
			\$
			\$
			\$
			\$
	Total Value		\$

Will the third-party in-kind contribution be provided to the applicant during the proposed grant period?

____ Yes ____ No

Describe how the Fair Market Value for each item in the table listed above was determined. Provide any necessary back-up documentation with this form that shows how the FMV was determined.

5310 Application Overview

In-Kind Match

In-Kind Contributions:

- Must be included in the **Original Application to be Eligible**.
- Are **verifiable** in the sub-recipient's records.
- Are **necessary and reasonable** for proper and efficient in meeting project or program objectives.
- Are **allowable** under the applicable cost principles.

5310 Application Overview

Application Evaluation Process

- Threshold Review--Agency is certified and verified as an **eligible applicant**
- Must demonstrate benefit to Seniors and Individuals with Disabilities.
- The applications are ranked by the following criteria:
 - Participation in regional coordination activities
 - 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
 - Rectification being sought
- Substantiating Documentation
- Submit All Documentation within Ten (10) Days of Award

5310 Application Overview

2-Year Application

Year 1	October 1, 2025 – September 30, 2026
Year 2	October 1, 2026 – September 30, 2027

- Each project should have a Year 1 and a Year 2 request
- Funding allocated for 1 year at a time
- Budget meetings Spring 2026
- Reimbursement of funds in Year 1 impacts award for Year 2

ADA and Title VI Compliance

5310 Subrecipients



Resources/Technical Assistance

The External Civil Rights Program is here to help and guide you with any complaints, questions, or concerns regarding ADA/Title VI matters.

ADOT External Civil Rights Program Website:
<https://azdot.gov/business/civil-rights>

Available samples/templates on the website:

- Title VI nondiscrimination plan template
- Complaint form template
- Discrimination Complaint procedures template
- FTA subrecipient resources for ADA/Title VI program submittals
- Training videos/FTA links

ADOT - Civil Rights Office

Title VI Implementation Plan Template

Title VI Plan Cover Page

- Auto Populated Information
- Steps to attach demographic information (Updated with new census website)
- Detailed instructions on each section
- Areas that need to be updated are highlighted
- Check Boxes that apply and delete those that don't apply

<https://azdot.gov/business/civil-rightsexternal-eeo-contractor-compliance/title-vi-nondiscrimination-program/fta>

TYPE AGENCY/TRANSIT PROVIDER
NAME HERE
YEAR

Title VI Contact: TYPE TITLE VI CONTACT PERSON AND TITLE HERE
Title VI Contact Phone: TITLE VI CONTACT PERSON PHONE NUMBER HERE
Title VI Contact Email: TYPE TITLE VI CONTACT PERSON'S EMAIL HERE
TTY Number (If applicable): TYPE YOUR TTY NUMBER HERE
Alternate Language Phone: TYPE ALTERNATE LANGUAGE PHONE NUMBER HERE
Address: TYPE YOUR ADDRESS HERE
Web Address: TYPE WEB ADDRESS HERE
Para Información en Español: TYPE NAME AND CONTACT INFORMATION HERE

Questions?



Contact Information

External Civil Rights Program

1801 W. Jefferson St. Suite 101

Phoenix, AZ 85007

602.712.8946

CivilRightsOffice@azdot.gov

Danielle Valentine

Title VI Non Discrimination Coordinator

DValentine@azdot.gov

Krystal Smith

ADA Non Discrimination Coordinator

KSmith2@azdot.gov

Program Guidebook Update

- Coordinated Plan changed to reflect FTA title “Coordinated Public Transit - Human Services Transportation Plan.
- No duplication of services among eligible agencies providing Section 5310 services.
- Population area section has been updated:
 - 2 Large urban areas in the MAG region are **not** eligible for ADOT funding
 - 2 new Small urban areas (Bullhead City and Maricopa) are now eligible for small urban funding **only**.

Program Guidebook Update

- Capital equipment purchases are one time purchases.
- Vehicles are to be used first for program-related needs for 5310
 - Then can meet other Federal programs or project needs,
 - Can not interfere with the project activities originally funded.
- Public Transportation Projects that Exceed the Requirements of the ADA has expanded to:
 - Purchase of vehicles and equipment designed to accommodate wheelchairs that are larger than 30"x 48" and/or weigh more than 600 pounds.
 - Installation of additional securement locations in public transit buses beyond minimum ADA requirements.

Program Guidebook Update

- Non-Profits, tribes or local government agencies that receive less than \$35 million in federal funding are eligible to apply a de minimis indirect cost rate of up to 15 percent
- FTA Direct Recipients and Tribes may now be eligible to transfer 5310 preliminary award
- Subrecipients that operate services open to the public are required to comply with NTD reporting requirements.

Program Guidebook Update

Vehicle Dispositions

- Vehicle sales from disposition procedures have been updated.:
 - When vehicles are sold and the vehicle is sold for \$10,000 or less, the recipient may keep the full proceeds from the disposition.
 - If the proceeds are greater than \$10,000, the recipient may retain \$5,000 and the percentage of the local share of the original award. Remaining funds must be returned to ADOT.
- **No** longer can deduct selling and handling expenses from the Federal Share of sales proceeds.



**BREAK
TIME!**




5310 Program Overview - Part 2

Vehicles Available in this Application




ADOT		<i>Our True North: Safely Home</i>	
Minivan with Ramp			
Braun Ability built on the Chrysler Voyager (Creative Bus Sales) ADOT Base Price: \$ Final price will vary			
	Additional Options Available		Number of Wheelchair Position Max 2
	<input type="checkbox"/> 2 Additional Key Fobs \$		1 <input type="checkbox"/>
	<input type="checkbox"/> Safety Tec Package \$		2 <input type="checkbox"/>
	<input type="checkbox"/> Seat Covers- Driver, Passenger and 3rd Row \$	Engine: Gas	
	<input type="checkbox"/> Freedman 2 - Pass Fold -Away Seats \$	Chassis: Light Duty	
Many of the previous options are now standard on this vehicle. Prices are subject to be higher at time of quote.			

ADOT		<i>Our True North: Safely Home</i>	
Maxivan with Lift 11 Passenger			
Transit T150 Schekty	<input type="checkbox"/> ADOT Base Price \$ Final price will vary	Transit T150 CBS	<input type="checkbox"/> ADOT Base Price: \$ Final price will vary
	Additional Options Available		Additional Options Available
	<input type="radio"/> Vinyl Seats Covers \$		<input type="radio"/> Vinyl Seats Covers \$
	<input type="radio"/> Fast Idle System \$		<input type="radio"/> Fast Idle System \$
	<input type="radio"/> Blind Spot Info System (BLIS) \$		<input type="radio"/> Blind Spot Info System (BLIS) \$
	Engine: Gas Chassis: Light Duty		Engine: Gas Chassis: Light Duty

Vehicles Available in this Application

<div>  Our True North: <i>Safely Home</i> </div>			
Cutaway with Lift 9 Passenger			
Eldorado Advantage	<input type="checkbox"/> ADOT Base Price\$ Final price will vary	StarCraft Starlite	<input type="checkbox"/> ADOT Base Price: \$ Final price will vary
 <p>Engine: Gas Chassis: Light Duty</p>	<p>Additional Options Available</p> <ul style="list-style-type: none"> o Vinyl Seats \$ o Heavy duty running board driver side \$ o A/C upgrade \$ o Heating upgrade \$ o Overhead luggage rack-Both Sides \$ o Upgraded driver seat \$ 	 <p>Engine: Gas Chassis: Light Duty</p>	<p>Additional Options Available</p> <ul style="list-style-type: none"> o Vinyl Seats \$ o Heavy duty running board driver side \$ o A/C upgrade \$ o Heating upgrade \$ o Overhead luggage rack-Both Sides \$ o Upgraded driver seat \$
<p>Many of the previous options are now standard on these two vehicles.</p> <p>2 Wheelchair positions are standard.</p>			

Vehicles Available in this Application

<div>  Our True North: <i>Safely Home</i> </div>			
Cutaway with Lift 14 Passenger			
Eldorado Advantage Schetky Northwest Sales	<input type="checkbox"/> ADOT Base Price: \$ Final price will vary	StarCraft Allstar Creative Bus Sales	<input type="checkbox"/> ADOT Base Price: \$ Final price will vary
 <p>Engine: Gas Chassis: Light Duty</p>	Additional Options Available <ul style="list-style-type: none"> o Vinyl Seats \$ o Heavy duty running board driver side \$ o A/C upgrade \$ o Heating upgrade \$ o Overhead luggage rack-Both Sides \$ o Upgraded driver seat \$ 	 <p>Engine: Gas Chassis: Light Duty</p>	Additional Options Available <ul style="list-style-type: none"> o Vinyl Seats \$ o Heavy duty running board driver side \$ o A/C upgrade \$ o Heating upgrade \$ o Overhead luggage rack-Both Sides \$ o Upgraded driver seat \$
Many of the previous options are now standard on these two vehicles. 4 Wheelchair positions standard.			

5310 Application Overview

Major Highlights

- All Vehicles priced are ADA Accessible.
- Vehicle Expansion / Replacement required on Summary page
- Full VINs are required for Replacement or Rehab vehicle requests
- Carry-forward functions restored, but require saving Summary of Project and Funding Request page.
- List spare vehicles in your vehicle inventory list

Key Changes to Application

- The Grant Agreement has been revised
- Vehicle Request page full VIN is requested for vehicle replacement or rehabilitated requests.

Key Changes to Application

- Program Information page now includes a question on ridership for the last two years.

Program Information Form:

6c. List your ridership for the last two years.

Ridership Last Year:

2589

Ridership Previous Year:

2145



Key Changes to Application

- Local Match page now request fields to add ICAP Begin Date and ICAP End Date

Local Match Form

FINANCIAL MANAGEMENT

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

☒ Yes ☐ No *

1a. What is your approved indirect cost rate?

11.30%

1b. Who is your cognizant agency for indirect cost rates?

AZ Dept of Transportation

1c. Dates of indirect cost rate approval or de minimis rate.

Effective Date:

01/01/2023

End Date:

09/30/2027

1d. In your Cost Allocation Plan, did you elect to charge the de minimis rate of 10% of modified total direct costs?

☐ Yes ☒ No

Key Changes to Application

- Project Summary page request for Preventive Maintenance now has instructions

Summary of Project and Funding Request(s)

Instructions:

- Please complete this page and click **SAVE**. Fields will populate with information and any errors will be noted at this point.
- After you saved this page, you may add additional pages by selecting the **ADD** button above.
- There is space below for as many as five different projects.
- Every project applied for (operating funding, mobility management funding, capital funding) is considered a separate project.
- If the applicant has more than five projects, a second Summary of Project and Funding Request(s) Sheet will need to be completed, which can be done after the save button is clicked.
- If the applicant adds pages, they will need to resave all the pages to get the latest updates applied to the Section 5310 Project Funding Requests figures.
- **Please follow this Project Title naming standard for Preventive Maintenance: 'Preventive Maintenance Year 1' and 'Preventive Maintenance Year 2'. Add the area name to the beginning of the Project Title, if requesting preventive maintenance for multiple areas.**
- The Priority Number is to identify the priority in which the project should be considered. If all the projects listed cannot be funded, what project is the priority to be considered and funded?
- The Brief Description of Proposed Project should include enough detail to explain the purpose of the project. The detail should be concise with no more than 500 characters.
- Hover mouse over question marks for more instructions.

5310 Application Overview

Common Application Mistakes

- Missing FAIN and project # for replacement vehicle not listed as unknown.
- Spare vehicles not identified on Vehicle Inventory page
- Missing service area maps
- Missing Org Chart

5310 Application Overview

Common Application Mistakes

- Vehicle Request has Incorrect VIN or already replaced VIN has been entered.
- Vehicle request for seating capacity does not match selected vehicle selected
- Applicant believes they need to select same vehicle type.

5310 Application Overview

Common Application Mistakes

- Missing or incorrect Unique Entity Identifier (UEI) number
- Vehicle Request left untitled
- Missing Maintenance plan attachment
- Civil Rights page missing correct attachment(s)
- Missing In-kind match valuation

5310 Application Overview

Common Application Mistakes

- If a non-profit applicant, missing IRS 501c3 letter on Required Certifications and Documents
- Need to clearly identify Year 1 and Year 2 requests
- Local match not sufficient to cover application request
- Completing the Disclosure of Lobbying Activities (Standard Form - LLL)

5310 Application 2025 E-Grants Overview



<https://egrants.azdot.gov>

AGATE Help Desk Availability

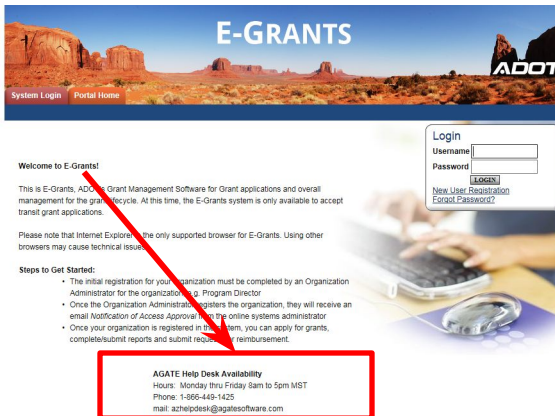
- If you need assistance with how to complete an action in the system or have problems logging in.

Help Desk Availability

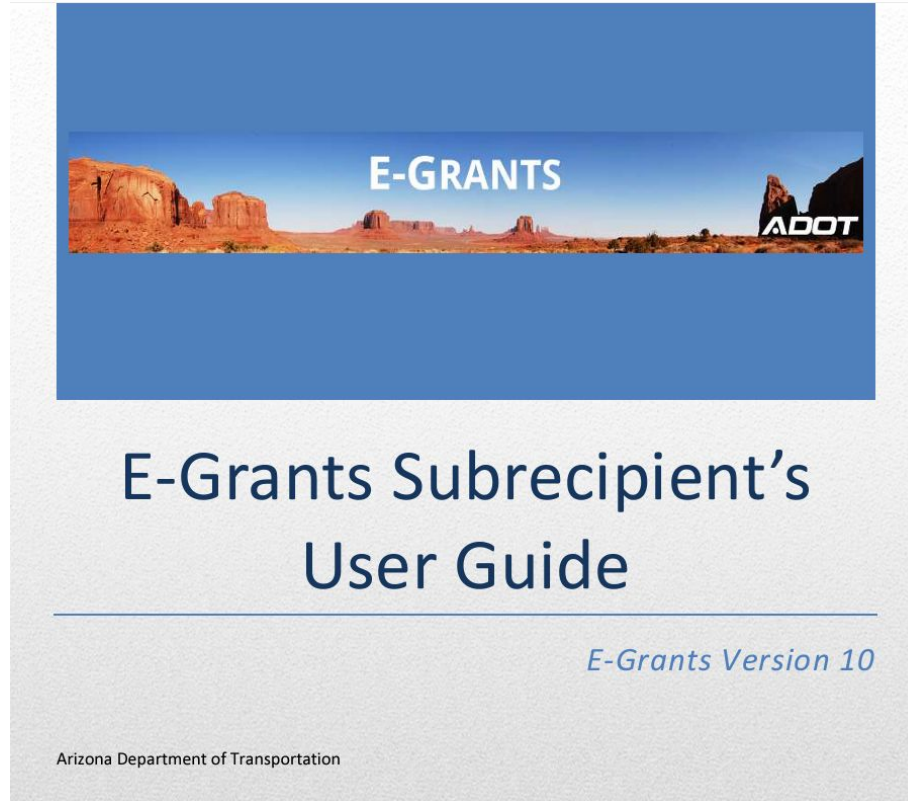
Hours: Monday thru Friday 8am to 5pm MST

Phone: 1-866-449-1425

Email: azhelpdesk@agatesoftware.com



E-grants User Manual



New User Registration

E-GRANTS

System Login Portal Home

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 Administrator has completed the registration, you will receive an email *Notification of Access Approval*
- Once your organization is registered, you can log in to the system, create and submit grant reports and submit

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](#)

Callout Boxes:

- Top Right: All new users register here
- Bottom Left: All new users register here
- Bottom Center: AGATE Help Desk

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 2 of the E-Grants Subrecipient Training document.

Profile for New users

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"/>				<input type="text"/>
County	<input type="text"/>				<input type="text"/>
Phone #1	<input type="text"/>				
Fax	<input type="text"/>				
Email	<input type="text"/>				
Website	<input type="text"/>				
Username	<input type="text"/>				
Password	<input type="text"/>		<input type="text"/>		
Notes	<input type="text"/>				

Please select
your County.

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

Add ALL users

- For 2025 Application access, review organization members and add missing users:
 - Agency Leaders that might need access
 - Financial Officers
 - Any new staff

Maintain Organization Profile



Organization Information

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

This information
populates into your
contract.

Manage Roles, Active Dates

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: -----SELECT----- -----SELECT----- GO						
<input type="checkbox"/>	Person	Role	Active Dates	Active Documents	Assigned By	Modified By
<input checked="" type="checkbox"/>	Ohde, 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	

Apply for the 2025 5310 Application

5310 Application for Pima Association of Governments

Offered By:

ADOT Multimodal Planning Division

5310 Application Availability Dates:

01/01/2025-open ended

5310 Application Period:

10/01/2025-09/30/2027

5310 Application Due Date:

03/16/2026

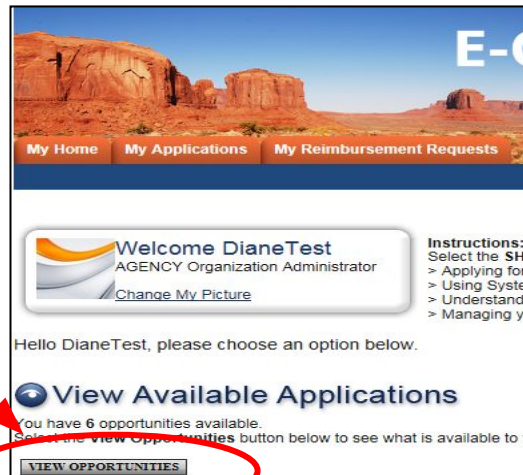
Description:

2025/2026 - 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



Application Tips--SAVE

- Save your form often and don't let the application session sit idle too long to avoid timeout issues.
- You will not see a Print Version of a form until the Page is saved.
- You may experience some nondescript 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)



The screenshot displays the ADOT E-GRANTS web application. At the top is a banner with the text "E-GRANTS" and the ADOT logo. Below the banner is a navigation bar with links: "My Home", "My Applications", and "My Reimbursement Requests". On the right side of the navigation bar are links for "My Organization(s)", "My Profile", and "Logout". Below the navigation bar is a row of buttons: "SAVE", "ADD", "DELETE", "PRINT VERSION", "ADD NOTE", "CHECK GLOBAL ERRORS", and "SHOW HELP". Below the buttons is a "Back" link with a circular arrow icon. Below the "Back" link is the text "Document Information: 5310-2017-smith12314-00004" and a "Details" link with a document icon. Below the "Details" link is the text "You are here: > 5310 Application Menu > Forms Menu > 5310 Application". Below the "You are here" text is a dropdown menu showing "1" and a "GO" button. Below the dropdown menu is the title "SUMMARY OF PROJECT AND FUNDING REQUEST(S)".

Accessing your Application



E-GRANTS

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](#)

Application Search


My Home **My Applications** My Reimbursement Requests My GAEs My Assets

[Back](#)

My Applications


Use the search functionality below to find a specific Application.

Search Applications

Application Types 5310 Application 2025: 2025 

Application Name

Person

Status -- Select -- 

Organization

Year

SEARCH **CLEAR**

Application Search Results

[Back](#)

My Applications

Use the search functionality below to find a specific Application.

Search Applications

Application Types ▼

Application Name

Person

Status ▼

Organization

Year

Export Results to ▼ Sort by: ▼

Number of Results 1

Document Type	Organization	Name
5310 Application	<u>Krystal Smith 1234</u>	<u>5310-2025\2026-smith12314-00003</u>

Application Navigation

 [Back](#)

5310 Application Menu

Document Information: [5310-2025\2026-smith12314-00003](#)

 [Details](#)

Info	Document Type	Organization	Role
	5310 Application	Krystal Smith 1234	DOT ADOT System Administrator

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

5310 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: [5310-2014-TEST1-00018](#)

 [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 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.



[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.







[ATTACHMENT REPOSITORY](#)

Select the link above to view all attachments in this document.

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

Project Selection

- Agencies with regional offices must coordinate- all projects must apply within the same grant application.
- Each project request must align with Coordination Plan
- Projects can cross boundaries, but the 51% rule applies.
- The applicant determines the project service area and location.

Primary Area Served <div><input type="text"/></div> <div></div>	COG/MPO Region	<div><input type="text"/></div> <div></div>
Project Service Area	City(ies) <div><input type="text"/></div> <div></div> <div>0 of 250</div>	County (Primary Served) <div><input type="text"/></div> <div></div>

2025 5310 - Summary of Projects Form

- This form will add and remove Project Request Forms automatically for you.
- The Vehicle Types dropdown has been updated and there is a link available to the 5310 Sample Vehicle Option List.

Applicant Agency Name	Krystal Smith 1234
-----------------------	--------------------

[5310 SAMPLE VEHICLE OPTION LIST](#)

Project Summary

1 Project Title	Minivan with Ramp Replacement - Year 1 - WACOG		Priority Number	1
Project Service Area	City(ies) Kingman, Golden Valley, Dolan Springs, Bullhead City, Fort Mohave, Mohave Valley, Lake Havasu, Yucca 102 of 250	County (Primary Served) Santa Cruz	Request Year	<input checked="" type="radio"/> Year 1 <input type="radio"/> Year 2
Brief Description of Proposed Project	New Horizons has increased its vehicle fleet in the WACOG region from 6 to 8 vans due to the needs of people with disabilities and seniors, as well as others within these communities. This increase in service has increased the mileage being put on our fleet as well as the wear a new vehicle to replace one of the older ones being utilized in this region. Newer vehicles will allow for a more comfortable and safe ride for all those we serve. 445 of 500			
Project Type	Vehicles	Primary Area Served Small-Urban	COG/MPO Region	LHMP
Funding Request Amount	FTA Request: Minivan With Ramp Minivan With Ramp Van With Lift - 11 Passenger Cutaway With Lift - 9 Passenger Cutaway With Lift - 14 Passenger	\$85,987 \$23,646 A 2% Admin fee has been added to capital local match share for vehicles. \$55,341	Total Cost:	\$109,634

Vehicle Requests require VIN and Expansion or Replacement Selection

Applicant Agency Name	Krystal Smith 1234
-----------------------	--------------------

[5310 SAMPLE VEHICLE OPTION LIST](#)

Project Summary

1 Project Title	Minivan with Ramp Replacement - Year 1 - WACOG		Priority Number	1
Project Service Area	City(ies) Kingman, Golden Valley, Dolan Springs, Bullhead City, Fort Mohave, Mohave Valley, Lake Havasu, Yucca 102 of 250	County (Primary Served) Santa Cruz	Request Year	<input checked="" type="radio"/> Year 1 <input type="radio"/> Year 2
Brief Description of Proposed Project	New Horizons has increased its vehicle fleet in the WACOG region from 6 to 8 vans due to the needs of people with disabilities and seniors, as well as others within these communities. This increase in service has increased the mileage being put on our fleet as well as the wear a new vehicle to replace one of the older ones being utilized in this region. Newer vehicles will allow for a more comfortable and safe ride for all those we serve. 445 of 500			
Project Type	Vehicles	Primary Area Served Small-Urban	COG/MPO Region	LHMPD
Funding Request Amount	FTA Request: Minivan With Ramp \$85,987 Minivan With Ramp Van With Lift - 11 Passenger Cutaway With Lift - 9 Passenger Cutaway With Lift - 14 Passenger	Local Match: \$23,646 A 2% Admin fee has been added to capital local match share for vehicles.	Total Cost: \$109,634	

FTA Request:

Cutaway With Lift - 14 Passenger \$105,774

Expansion or Replacement: Replacement

VIN of Vehicle Being Replaced: 1F20YT12965GGW125

Vehicle Request Updates

VEHICLE SPECIFICATIONS								
Priority #	Vehicle Type	Expansion or Replacement	Cost / Item	Seating Capacity	Wheelchair Positions	VIN of Vehicle being Replaced (last 4)	FAIN or Project # of Replaced Vehicle	Replaced vehicle disposal?
6	Cutaway With Lift – 14 Passenger	Replacement	\$161,835	<input type="text" value="14"/>	<input type="text" value="2"/>	11FBZX2CM9JKA975	<input type="text" value="AZ37-X019"/>	<input type="text" value="Sell"/> ▾
							<input type="text" value="2218"/>	

Find the FAIN or Project Number of the replaced vehicle on your original exhibit A.

Enter N/A if it is not an ADOT purchased vehicle.

Also Equivalent Service Form is on this page.

Vehicle Inventory

- Vehicle Maintenance Plan required.
- The system will display a summary of your vehicle requests under the New/Replacement Vehicle Section.

VEHICLE STORAGE

3. Please list the address of the vehicle storage. If there is more than one location, please list the last 4 VIN's of the vehicles with each address.

Warehouse

9 of 1000

4. All agencies receiving FTA funded vehicles must provide a vehicle maintenance plan.
See Transit resources page for sample maintenance plans. [Transit Resources Web Link](#)

18759 894707-Attachmenttest.docx

Browse...

☐ DELETE



NEW / REPLACEMENT VEHICLES

VEHICLE SPECIFICATIONS									
Project Title	Expansion or Replacement	Vehicle Type	Seating Capacity	Wheelchair Positions	Fuel Type	VIN of vehicle being replaced (last 4)	Vehicle Priority #	Replaced vehicle disposal?	Cost / Item
Cutaway With Lift to Replace VIN 5555	Replacement	Cutaway With Lift - 9 Passenger	8	1	Gas	5555	1	Sell	\$67,720

Vehicle Inventory Continued

- Enter all fields for vehicles in 5310 program- Complete VIN required
- You must update your vehicle mileage.

VEHICLE SPECIFICATIONS											
Prt #	Project Title	Vehicle Type	Expansion or Replacement	Cost \ Item	Seating Capacity	Wheelchair Positions	VIN of vehicle being replaced (last 4)	FAIN or Project # of Vehicle being Replaced	Replaced vehicle disposal?	COG/MPO	Primary Area Served
1	Minivan with Ramp Replacement - Year 1 - WACOG	Minivan With Ramp	Replacement	\$109,634	6	1	945TGJ45GGWEOPRI	G023205B	Sell	LHMP	Small-Urban
2	Van with Lift 11 Passenger Replacement - Year 2 - CYMPO	Van With Lift - 11 Passenger	Replacement	\$124,032	9	2	3U49TJ45GJ45GJ4	G090401T	Transfer	CYMPO	Small-Urban
3	Cutaway with Lift 9 Passenger Replacement - Year 1 - SVMPO	Cutaway With Lift - 9 Passenger	Replacement	\$152,696	7	2	85GJ489GJ95TGJ	G023206T	Spare	SVMPO	Urban
4	Cutaway with Lift Replacement - Year 2 - YMPO	Cutaway With Lift - 14 Passenger	Replacement	\$166,817	12	2	43890TU82349FJ348	G909003T	N/A	YMPO	Rural

2025 5310 - Other Capital Form

- Question 1 options under Capital Request Information need you to identify what is being requested
- Option a. Purchase Non-ITS Equipment
 - Question 2 ask for you to describe the need for this purchase and you will be required to upload supporting documentation.
- Option b. Purchase ITS Equipment
 - You will be required to upload an ITS Plan (Intelligent Transportation System Plan)
- Both Options a. and b. Ask for you to discuss the impacts to your program if this project is awarded and the impacts if not awarded.

Capital Request Information

1. What is the capital request for? (mark one)

- a. ☒ Purchase Non-ITS Equipment
- b. ☐ Purchase ITS Equipment
- c. ☐ Preventive Maintenance

2025 5310 - Local Match Form

- Requested Budget Summary, **Certification on Restrictions on Lobbying** can be found on the website and here.
- If requesting more than \$100,000 in grant funds, an agency must certify that no federal funds have or will be paid to persons to influence the funding decision (lobby) for the proposal that is being submitted for consideration.

2025 5310 - Local Match Form

Instructions:

- The Local Match is required for all federal funds allocated in this grant. The Budget worksheet shows the total required by the grant.
- Please list your source(s) of local match committed toward matching the federal funds applied for in this grant.
- The local match provided below must match or exceed the amount required in the Budget.
- If your marketing revenues are going towards local match, please document it separately and label it in the description box.
- If you are requesting an in-kind award, you must also add the total in-kind requested into the Local Match table below. Enter "In-Kind (description)" in the Please Describe column.

Instructions for Opening Disclosure of Lobbying Activities (Standard Form-LLL) Dynamic PDF Link:

- Open Adobe Reader on your computer.
- Right Click the Disclosure of Lobbying Activities link.
- Select 'Save link as ...'
- Save the file to your computer and open the file from your saved folder.

[ADOT Coordinated Mobility Program Guidebook Web Link](#)

REQUESTED BUDGET SUMMARY

	Total Request	Federal Request	Local Match
Total	\$613,179	\$466,866	\$146,313

RESTRICTIONS ON LOBBYING CERTIFICATION

The subrecipient agrees to comply with the provisions of Section 1352 of Title 31, U.S. Code (Public law 101.121) as codified in Title 48, Federal Acquisition Regulations Subpart 3.8 and Subpart 52.203-11, 23 CFR 630.112(c)(5), and 49 CFR part 20 and 2 CFR 200.450. The legislation prohibits Federal appropriated funds from being expended by a recipient or any lower tier sub-recipients of a Federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence a Federal agency or Congress in connection with the award of any Federal contract, the making of any Federal grant or loan, or entering into any cooperative agreement, including the extension, continuation, renewal, amendments or modification of any Federal contract, grant, loan or cooperative agreement. Certification is required to indicate compliance with 49 CFR 20.100(a).

Please complete the LOBBYING CERTIFICATION Form. If you answered 'Yes' on the LOBBYING CERTIFICATION Form and meet the criteria for Line Item 2, also complete the DISCLOSURE OF LOBBYING ACTIVITIES Form.

The subrecipient agrees to require all contractors and subcontractors to also comply with above form requirements.

Choose File No file chosen
[10000012_10001047-TestFile.pdf](#)

☐ DELETE

[LOBBYING CERTIFICATION](#)

[DISCLOSURE OF LOBBYING ACTIVITIES \(Standard Form-LLL\)](#)

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 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](#).

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

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
Total: \$10,000				

2025 Application Documents

- ☐ Map showing location for agency service
- ☐ Title VI Plan
- ☐ Indirect Cost Allocation Plan (if applicable)
- ☐ Vehicle Maintenance Plan
- ☐ ITS Architecture Plan (if applicable)
- ☐ Certificate of Equivalent Form (if applicable)
- ☐ Transportation Section Org Chart
- ☐ Certifications on Lobbying (over \$100,000 requested)

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
 - Non-Profit
 - Approved signatory for the agency can sign the option at the bottom of the form and waive the attorney requirement

Application Signatures

- 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.
- Nonprofits are encouraged to have an attorney review the agreement, but an attorney does not need to sign the form.

FTA Certifications and Assurances

- Published annually by FTA.
- ADOT distributing these before the application closes.
- Must be signed prior to execution of the grant agreement.
- Must include a signature of an attorney.

2025 5310 - Grant Agreement & Exhibits

- The Grant Agreement and several of the Exhibits have verbiage changes.
- Please be sure to read all the agreement and exhibit forms.

Application Requirements

- All applicants must have a Unique Entity Identifier established when 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.

Important Things to Remember

- Application Due Date March 7, 2025 at 3PM
- Separate Projects must be included in the Application for Year 1 and Year 2
- Follow form order to fill out the application
- Start by Saving, End by Resaving forms in Order
- See Mobility Managers for Application Assistance
- Agate and ADOT can provide Technical Assistance
- Submit questions via Email

Questions?

TransitGroup@azdot.gov

480-745-5367

Application Due March 7th at 3 PM