

FY 2025 5310 Application

Application Due Date: **March 7, 2025 before 3:00 PM**

Frequently Asked Questions (FAQ) - Revised 03-3-2025

Coordinated Mobility and Section 5310 Application Workshop- Wednesday, January 22, 2025-In person only Phoenix AZ

5310 FFY 2025 Application Workshop Presentation:

<https://azdot.gov/sites/default/files/2025-01/5310-FY2025-Application-Workshop-Training-Inperson.pdf>

Guidebook:

<https://azdot.gov/sites/default/files/2025-01/ADOT-FY2025-Coordinated-Mobility-Program-Guidebook.pdf>

QUESTIONS and COMMENTS	RESPONSES
Where is the In-kind match justification form located?	The in-kind match valuation form is located in appendix page 64 of the guidebook-5310 guidebook.

<p>When submitting a reimbursement on time but it is rejected for edits. Does that affect your “on-time,” submission.</p>	<p>No, it is considered to be submitted on time. However, information was lacking so it needed to be rejected.</p>
<p>Does my Title VI plan have to be approved by my board first?</p>	<p>Your Title VI Plan should be approved by ADOT’s External Civil Rights first, then taken to your board for local approval. This is done to ensure your agency’s Title VI plan that is provided to the board is compliant the first time.</p>
<p>Do Civil Rights plans have to be reviewed or is it self certification this year?</p>	<p>Yes, ADOT’s External Civil Rights plans must be approved. You must submit a Title VI plan in your application. ADOT’s External Civil Rights will review what was submitted in your application and notify you if any changes are needed.</p>
<p>How long does the Title VI approval process take?</p>	<p>ADOT’s External Civil Rights will review the Title VI plan and advise the subrecipient if any changes are needed, once ADOT’s External Civil Rights agrees the document is compliant, the subrecipient will receive a</p>

	<p>board approval letter and then can take it back to their local board for formal approval and adoption. If the agency's Title VI plan is noncompliant, the agency will receive a 90 day letter to correct all deficiencies. All deficiencies must be corrected by the 90 day deadline date given in the letter. Can corrections to the Title VI Plan be made during the application process? Yes, submit your plan in the application and ADOT's External Civil Rights will work with your agency to have a compliant Title VI plan.</p>
<p>If the subrecipient already has an approved plan until 2026 Does it need to be updated sooner?</p>	<p>An applicant must submit an updated Title VI Plan year 1 of every application cycle, so a Title VI Plan should reflect updated federal guidance and coordinate with ADOT's External Civil Rights to ensure compliance.</p>
<p>Vehicles that were cancelled - can I apply for the same vehicle?</p>	<p>Yes, ADOT is prioritizing agencies that had vehicle cancellations first. No SUVs or vans without ramps will be available this year.</p>
<p>I was awarded a SUV - can I still get the vehicle?</p>	<p>No, they will not be purchased due to it not being Buy America compliant. The current waiver does not cover SUVs and they are not under contract. You can request a minivan with a ramp and request a fold away ramp. The fold away ramp can be removed.</p>
<p>What is the timeline for the vehicle from requested in application to received?</p>	<p>Once the match payment is received, the average time is 6 to 8 months.</p>

Why do vehicle prices change	Every April the vendors can increase the prices. ADOT suggests you account for potential increases of up to 10% in your requests.
What is FAIN:	Federal Award Identification Number
When a subrecipient does not know the FAIN how should they obtain that information.	Subrecipients should be keeping track of this data which is found in their Exhibit A. If subrecipients are unable to locate the document in their records they should immediately incorporate the saving of these records to their current policies and reach out to the ADOT Vehicle Management Analyst to obtain the FAIN.
What is the maximum number of projects I can request	Project Priority - 10 total projects - prioritize year 1 and year 2 projects separately and by region
Does ADOT anticipate being able to request expansion and replacement vehicles.	Yes, ADOT does anticipate being able to fund expansion and replacement vehicles.
If the agency purchases a vehicle with their own funding can the vehicle be replaced with 5310 grant funding?	Yes, the vehicle can be replaced since this is technically a replacement vehicle.

Is there a way we can get a list of vehicles that have been replaced?	Please reach out to ADOT Program Manager.
For any agency that might only be applying for operating funds - do they still upload a maintenance plan?	Yes, upload a vehicle maintenance plan as it's a requirement.
Are you required to have in-kind match?	No, just list local cash match sufficient to cover the required local match amount based on your award.
What are examples of common in-kind match sources?	Volunteer driver time, donated time. Please see the guidebook for additional examples.
Should I include in-kind match even if I'm not sure we're going to receive it?	Enter in any in-kind match you anticipate using as you won't be able to revise your application later.
What is a local match?	It is the non federal funds required to supplement federal funds for a project. Local match is made up of cash match or in kind match or a combination of the two sources.

Are bus wraps a capital purchase?	No, this would be a marketing cost which would fall under operating
Can we keep vehicles being replaced in our fleet?	You can keep the vehicle being replaced as a spare.
Can we receive operating funds if we are not open to the public?	No, you have to be open to the public to receive operating funds and address the mobility needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate or unavailable
Will mobility managers be provided access to the applications for their region?	Access will be provided if requested. The agency Organization Administrator can send an email to the Transit program specialist and request viewer access for the mobility manager. Should this go to Ann directly or to the transit email box?
<p>For the slide that is titled " Key Changes to Application", there is a bullet point that reads, " <i>Vehicle Request page full VIN is requested for vehicle replacement or rehabilitated requests.</i>"</p> <p>What is meant by rehabilitated requests? Is this a new type of "other capital request" or has it always existed?</p>	<p>Rehabilitation requests of vehicles can range from engine overhaul or transmission overhaul to outward body work and paint to the vehicles.</p> <p>No, this is not considered an Other Capital request, but a Vehicle request. This would need to be requested on the Vehicle Requests page of the 5310 application.</p>
How does an applicant access the vehicle pricing?	The applicant must select the vehicle and which year. The pricing for the vehicle would then be able to populate.

