Section 5310 & Section 5311 Program

Implementation Workshop - Day 2

Federal Transit Administration

Arizona Department of Transportation

Multimodal Planning Division

November 4 & 5, 2025

Agenda Overview - Day 2

• ADOT Civil Rights Office	5310 & 5311
• Disadvantaged Business Enterprise (DBE) Contract Reporting	5310 & 5311
• Transit Reminders & Updates	5310 & 5311
• Upcoming Events	5310 & 5311
• Q&A	5310 & 5311
• Lunch/Break	All
• Drug & Alcohol Review	5311
• National Transit Database (NTD)	5311
• National Environmental Policy Act (NEPA) overview	5311
• Intercity	5311
• Q&A	5311

ADOT Civil Rights Office

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FTA Implementation
Civil Rights

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Scan to Sign In

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Topics to be covered

- ADA Information
- Title VI Requirements and Guidelines
- Access to services

Nondiscrimination Requirements Post Cycle

After your agency has received funding from ADOT you must remember to implement:

- Grantees comply with all nondiscrimination requirements
- Ensure nondiscriminatory transportation in accordance with Title VI & ADA.
- Service denials can happen if a rider becomes violent, disruptive, illegal, or becomes a direct threat to others.

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Equipment Requirements

Equipment for accessible service include but not limited to:

- Lifts and ramps
- Securement devices where required
- Signage and systems to facilitate communications

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Wheelchairs & Other Mobility Devices

Must accommodate rider using wheelchairs:

- If the device meets the definition
- Fits on the lift or ramp and securement area
- If the wheelchair and occupant combined weight do not exceed the lift specs
- Standees are permitted on lifts

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Service Animals

Are individually **trained to work and perform tasks** for an individual with a disability, including, but not limited to:

- Guiding individuals with impaired vision
- Alerting individuals with impaired hearing
- Pulling a wheelchair
- Fetching dropped items

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Accessible Information

- Providing written information in accessible formats
- Ensuring published materials/websites are accessible
- Ensuring alternatives to audio communications are available

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Personnel Training

Ensure that personnel are trained to operate vehicles and equipment safely and properly assist and treat individuals with disabilities who use the service in a respectful and courteous manner. Ensure that the accessibility related equipment and that ADA accommodations actually result in the delivery of good transportation services to individuals with disabilities.

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Reasonable Modifications

Making reasonable modifications in policies, practices, or procedure to avoid disability discrimination when:

- Modifications are necessary
- Accessibility to the service is necessary

Make information about the process for requesting reasonable modifications available to the public.

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Title VI of the Civil Rights Act of 1964

What is Title VI?

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal Financial assistance.”

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Language Access Plan

Under National Origin we want to continue to provide the following services:

- Translated materials
  - I-Speak cards
- Vendors for interpretation/translation services
  - Online translating resources

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Nondiscrimination Notice to the Public Posters:

- Describe ADA/Title VI Nondiscrimination Policy
- Notify the public of your agency's compliance with ADA/Title VI
- The Nondiscrimination and Auxiliary Aid posters should be posted in areas visual to the public

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ADA/Title VI Complaints

FTA Subrecipient Responsibilities include:

- Designated employee, as the point of contact
- Provide complaint procedures accessible to for individuals with disabilities or Language Access Plan (LAP)
- Advertise how to file a complaint
- Promptly communicate your responses to the complainant

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ADA/Title VI Discrimination Complaint Process

- Follow your agencies complaint process
- Filed within 180 days and signed
- Contain full contact information
- Include basis of the complaint
- Describe alleged act
- Other relevant information

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Any Questions?

Contact Us

ADOT External Civil Rights

1801 W. Jefferson St., MD154A Ste.101

Phoenix, AZ 85007

ECR main line: 602.712.8946

CivilRightsOffice@azdot.gov

Kevin Torigoe

Disadvantaged Business Enterprise (DBE) Contract Reporting

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ADOT DBE Program Requirements

Transit Subrecipients

November 5, 2025

MELANIE PETERSON

Local Public Agency/Sub- Recipient Program Manager

mpeterson2@azdot.gov

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Using the LPA DBE System

LPAs/Subrecipients
DBE Program Plan Requirements

Link to Video on YouTube

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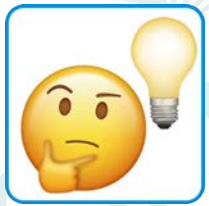
Contract Reporting

On every reimbursement request, you are certifying that you are reporting your contracting opportunities into the LPA/DBE database

Please confirm, as part of the DBE program, all contract payments invoiced have been entered in LPA system. https://arizonalpa.dbesystem.com/

☑ I Agree*

Payments to Vendors
Purchase orders



Remember:
If you use the funds - Report!

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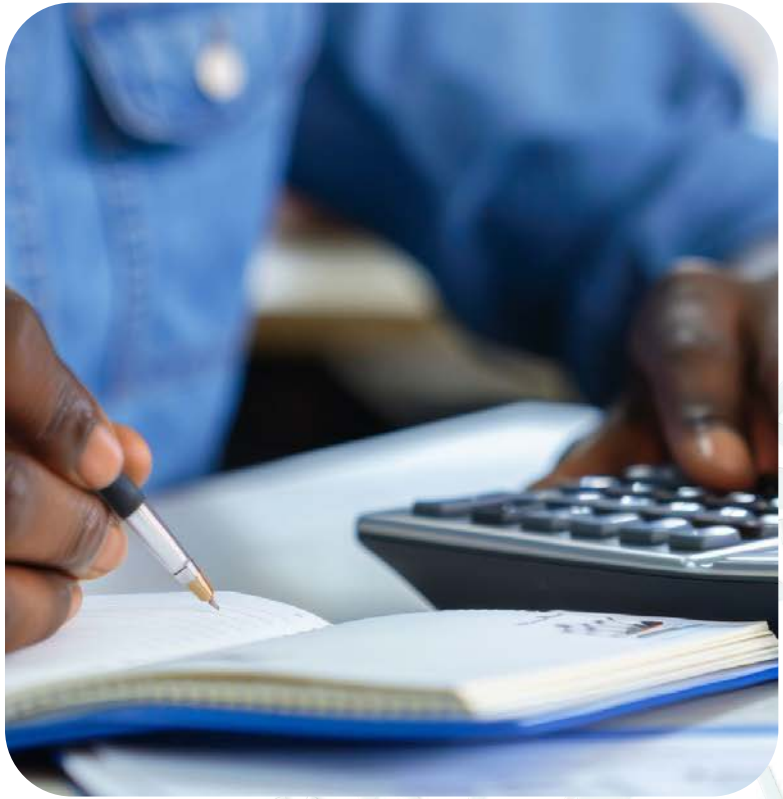
Contract Reporting



www.azdot.gov/transitguidebooks

Using the LPA System User Guide

Transit Subrecipient Reporting - Where?

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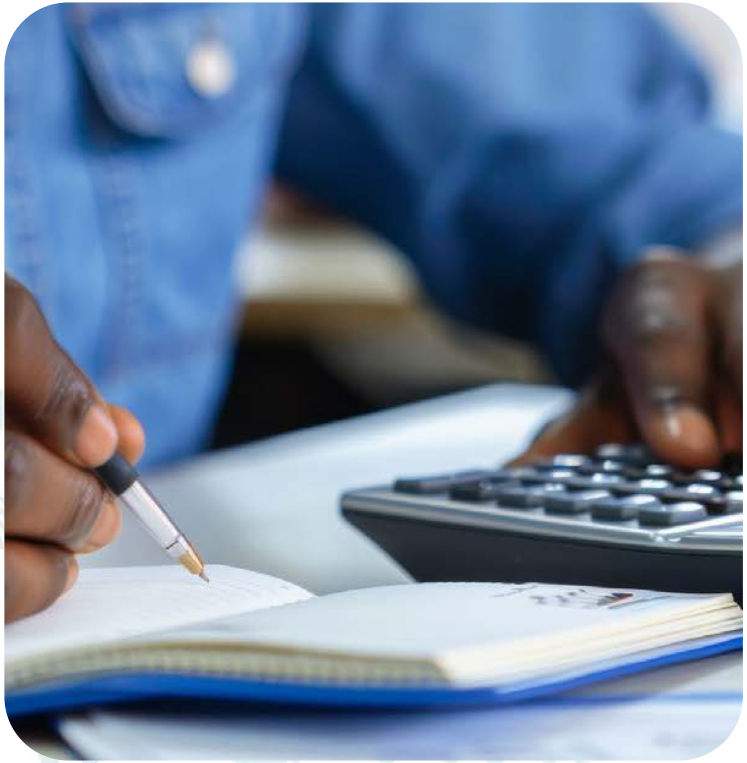
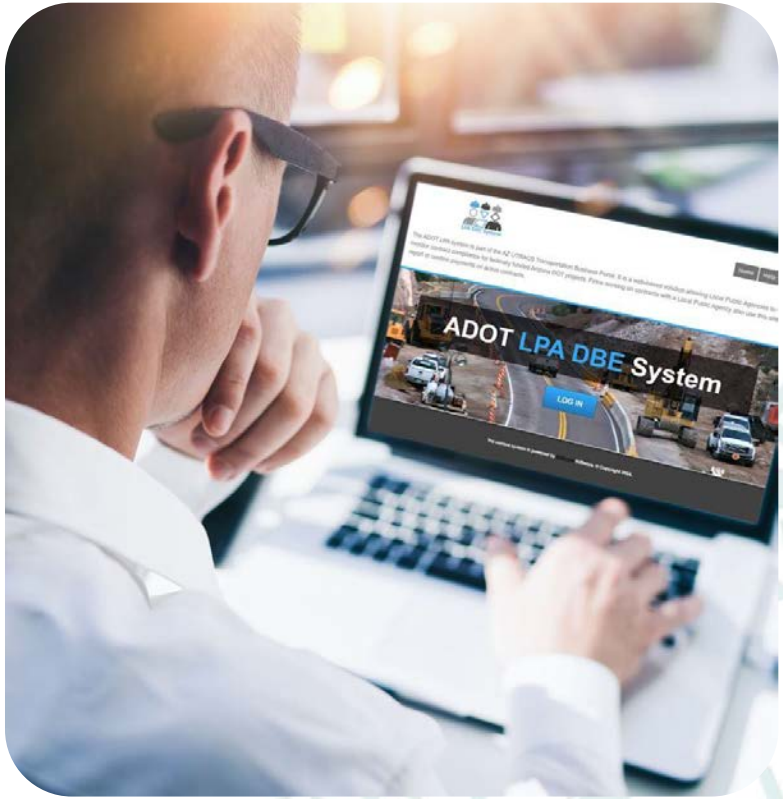
Log into the ADOT LPA DBE System
arizonalpa.dbesystem.com

Your user name is your email address



Contract Reporting - Where?



For password and account support; select the **Login** button in the center of the screen

The password information will be sent to you, using the email address you provided

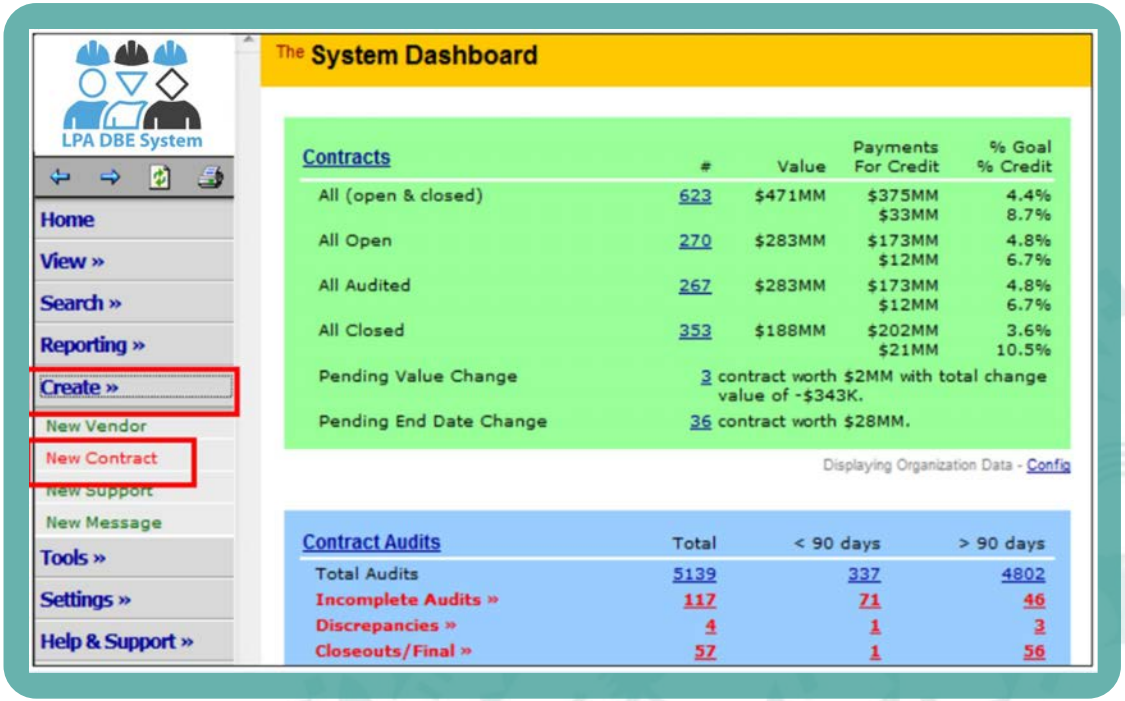
Contact your ADOT Program Manager if you need further assistance

Transit Subrecipient Reporting - What?

Gas: WEX or other	
Utilities	
Trash	Contract City Utility
Staff Salaries	
Cleaning Service	
Auditor / Lawyer	
TSO Mobile / Cell phone service	
Maintenance Contract	
Vehicle Parts	

Transit Subrecipient Reporting
Contract Set Up

ARIZONA DEPARTMENT OF TRANSPORTATION



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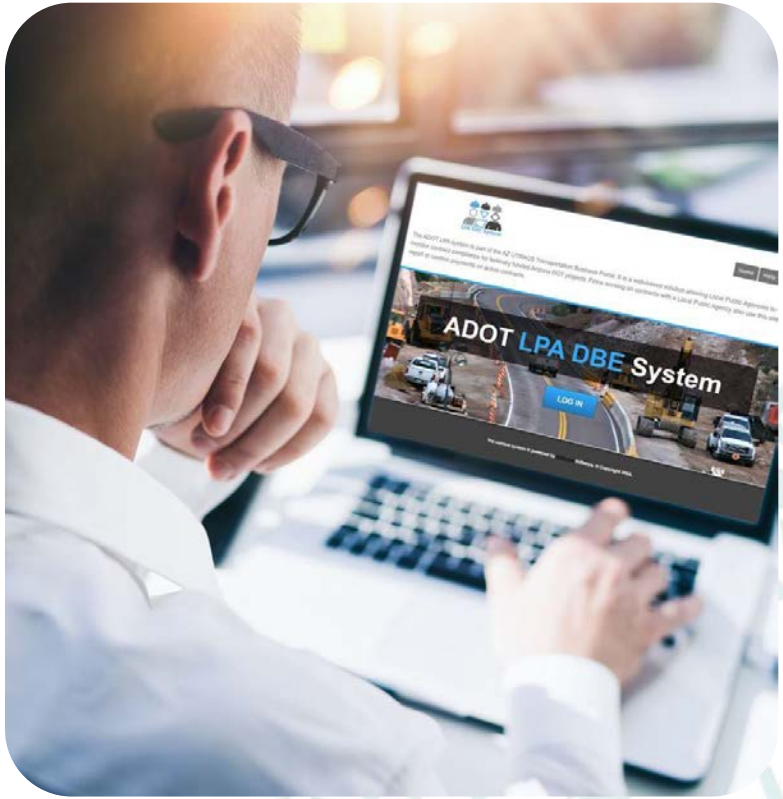
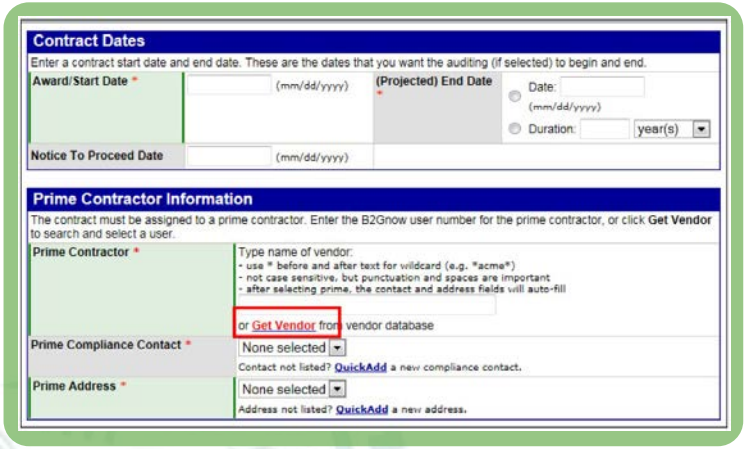
Transit Subrecipient Reporting Contract Set Up





Click on **Get Vendor** to select the correct vendor profile, noting that firms may have multiple profiles for the different cities they do business in

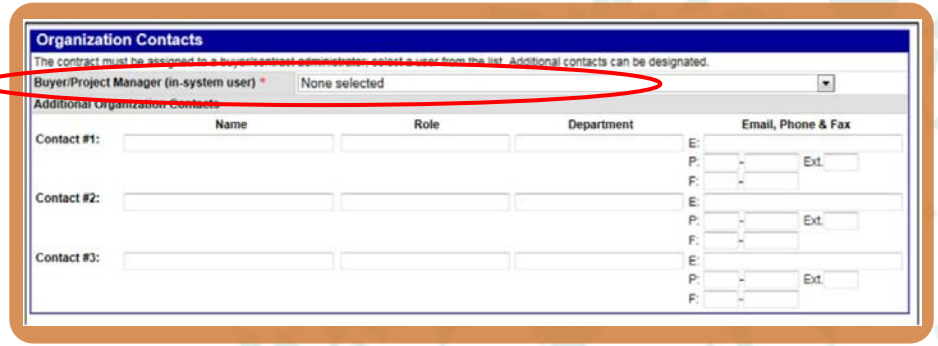
Identify the **Prime Compliance Contact** person along with the “Prime Address”

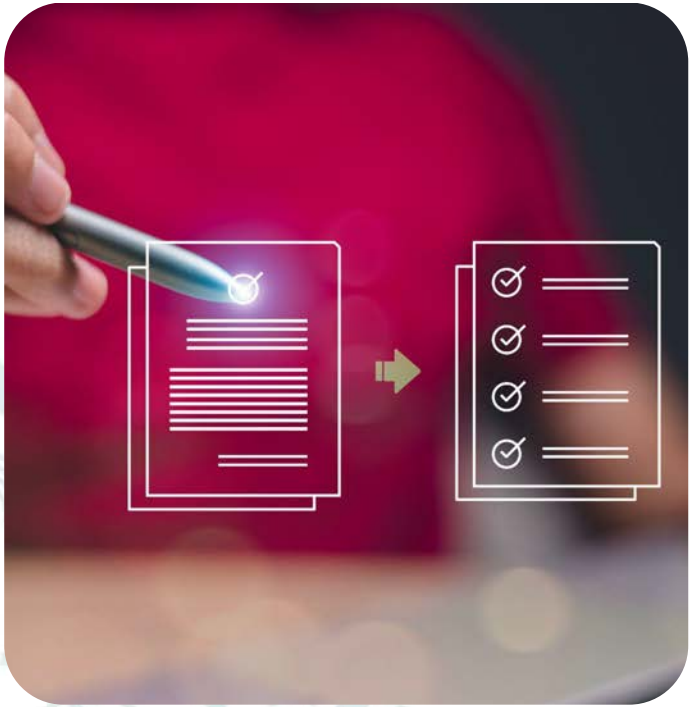
Transit Subrecipient Reporting Contract Set Up

ARIZONA DEPARTMENT OF TRANSPORTATION

Select the appropriate **Buyer/Project Manager (in-system user)**

= your department





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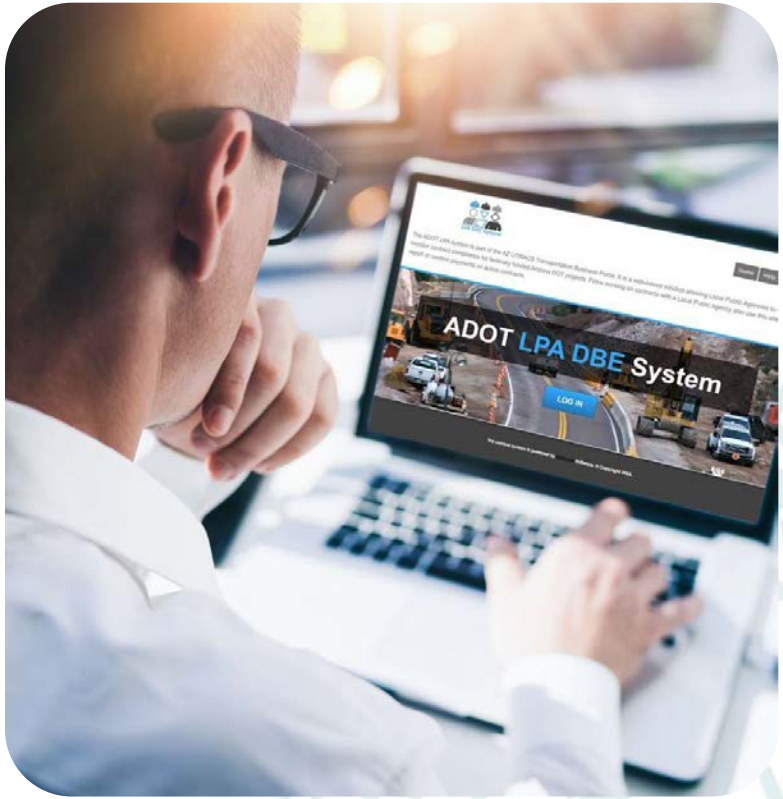
Transit Subrecipient Reporting Contract Set Up



Contract Settings

Diversity Goal(s) *
» Help with goals

Goal Type	Required Goal	Proposed/ Committed Goal	Actual Goal
DBE:	0 %	0 %	0 %

External Funding Sources
» Help with funding sources

Funding source based on: percent

Category	$ Value	% Proportion
Federal: *	$	% « Calculate
State:	$	%
Local:	$	%

FHWA: %
FTA: 80 %
FAA: %
FRA: %
HUD: %
Other: %

Contract Type *: None selected

Contract Category: None selected

Contract Visible to Contractors *
- (•) Yes
- ( ) No

Prime Permitted to Self-Request Additional Subcontractors *
- (•) Yes [default] - Prime can self-request additional subcontractors electronically; ALL are subject to approval by authorized staff.
- ( ) Yes - Prime can self-request additional subcontractors electronically. For Credit subcontractors are subject to approval by authorized staff; other subcontractors will automatically be added to the contract.
- ( ) Yes - Prime can self-request additional subcontractors electronically; ALL are auto-approved and added to the contract.
- ( ) No - All subcontractor additional requests must be submitted in writing.

Federal Funding Source *: FTA

Transit Subrecipient Reporting
Payment Reporting

ARIZONA DEPARTMENT OF TRANSPORTATION

Test 2020 00001	MDP Transit	5311 Rural Public Transit	$464,956 9/30/2022	Open	Mail View Audit List Subs Audit Summary

Compliance Audit Summary - Total Contract

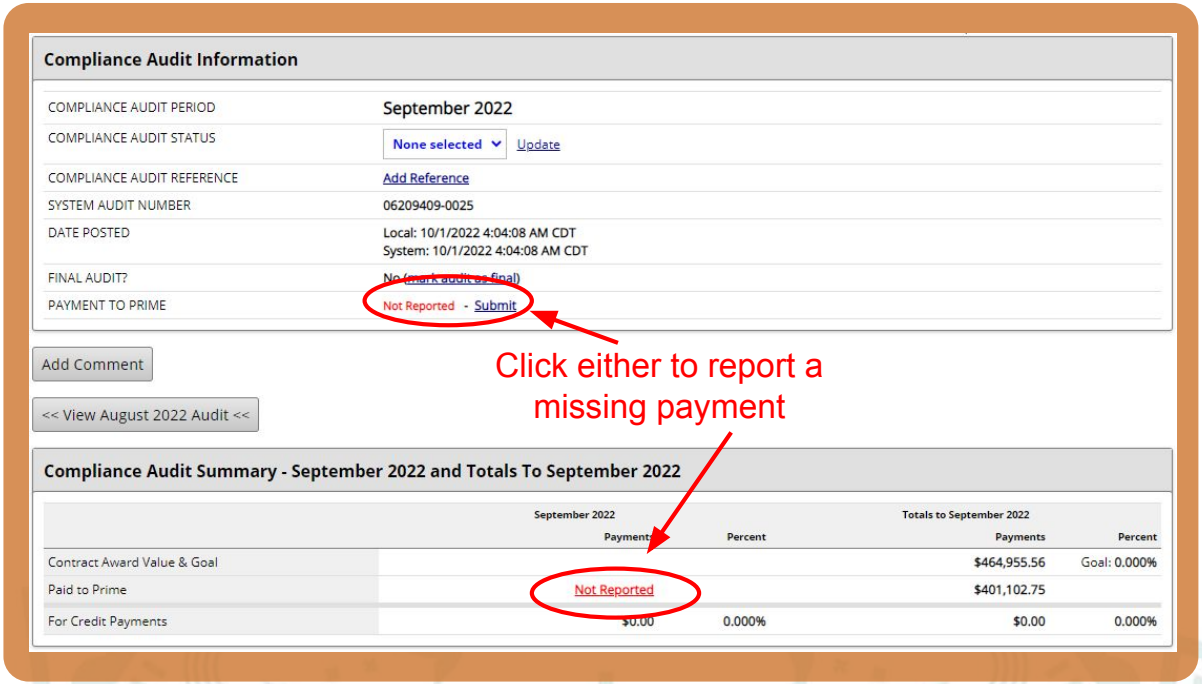
	Current Award	#	Award Percent	Payments	#	Payments Percent	Difference (Payments - Award)
Prime Contract	$464,955.56			$401,102.75			
For Credit	$0.00		0.000%	$0.00		0.000%	Goal matched
Contract Progress	86%						
For Credit Progress							

Award values may not match due to differences between overall contract goal and subcontractor assignments.

Prime Contractor - Total Contract

Prime Contractor		Cert	Inc in Goal	Contracted % Paid %	Paid TO Prime Prime's Share
MDP Transit Aubree Perry aperry2@azdot.gov P 602-712-8947	Info Payments Profile Email	No	No	100.00% 100.00%	$401,103 $401,103

Transit Subrecipient Reporting
Payment Reporting

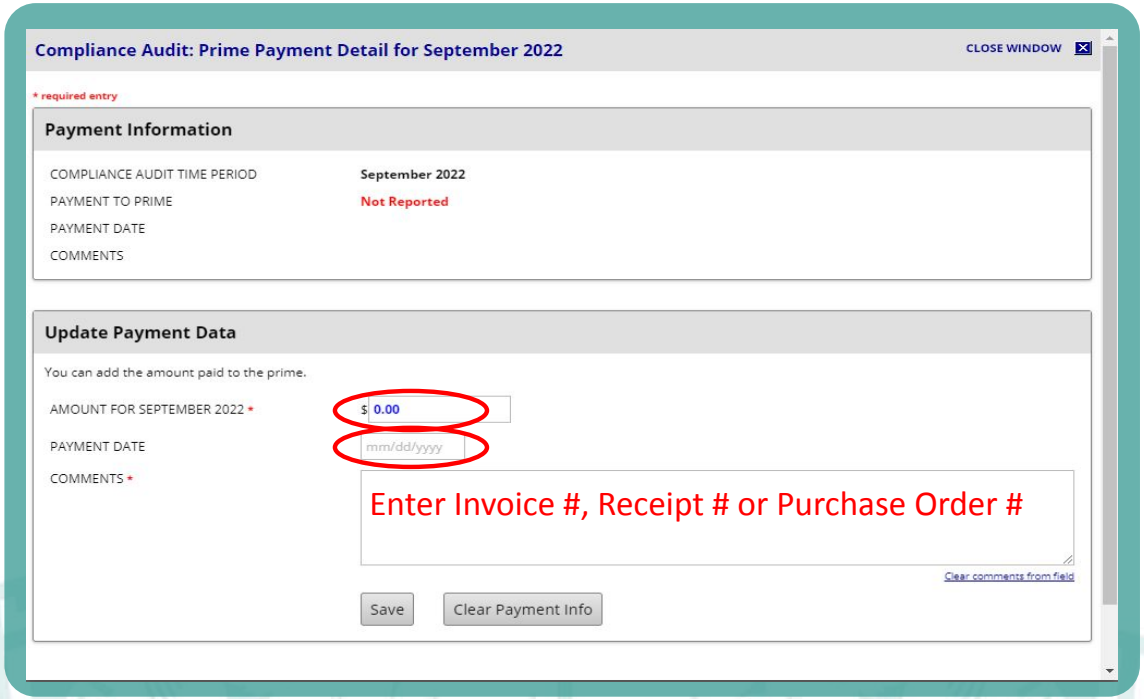


To enter payments into the LPA DBE System, refer to the [Payment Reporting Guide for Subrecipients]

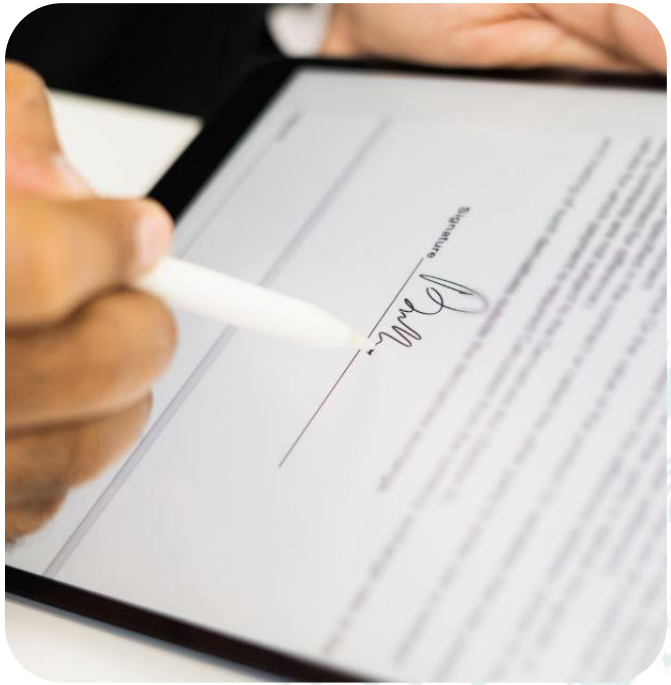
Transit Subrecipient Reporting
Payment Reporting

ARIZONA DEPARTMENT OF TRANSPORTATION

To enter payments into the LPA DBE System, refer to the **Payment Reporting Guide for Subrecipients**



Closing Contracts



When should a contract be closed?

How long can a contract stay open?

Contract Amount & End Date	Status
ALL	All
$220,000 9/30/2018	Closed
$190,000 9/30/2019	Closed
$400,000 10/1/2022	Open

Closing Contracts

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Main | View | Settings | Subs | Docs | Change Orders & Task Orders | Alerts | Comments | Messages | Closeout

Compliance Audit List | Compliance Audit Summary | Compliance Audit FY | Site Visits | Reports

148621: 2018 Federal TAP HAWK Installation ST89330183
Prime: **AJP Electric, Inc.**
10/30/2018 - 12/31/2021

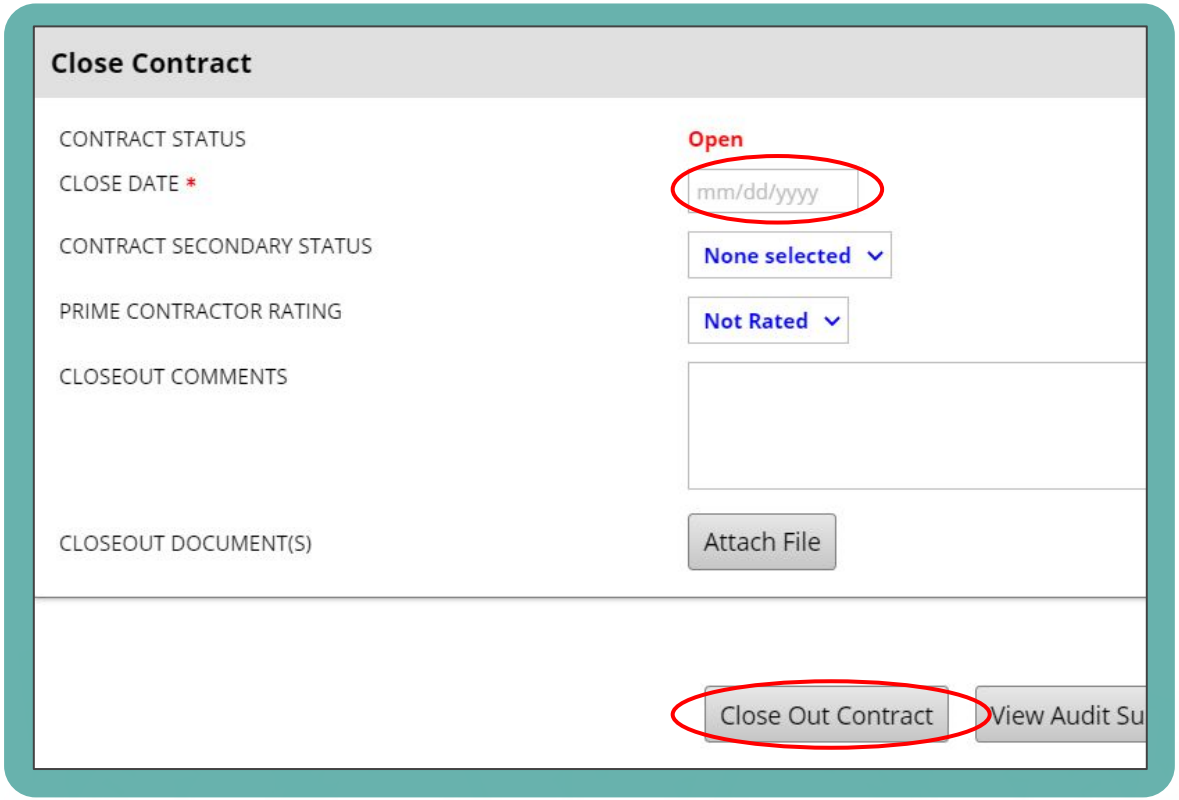
Contract Information

Contract Title	**2018 Federal TAP HAWK Installation ST89330183**
Contract Number	**148621**
Prime Contractor	**AJP Electric, Inc.**
System Transaction Number	**03856206-0001**
Award/Start Date	**10/30/2018**
(Projected) End Date	**12/31/2021**
Contract Value	**$1,481,720.00**

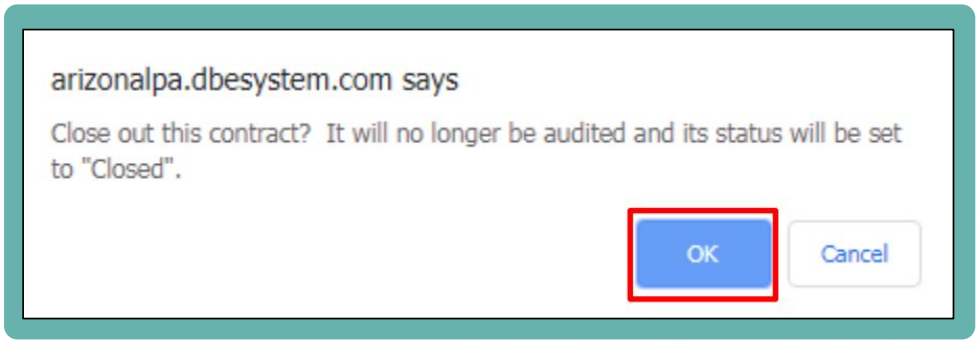
Contract Status & Actions

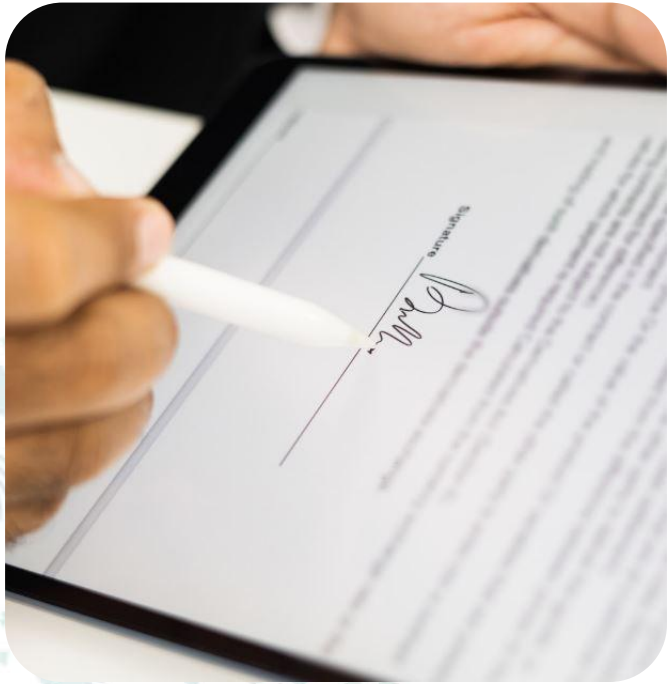
	Status	Actions
Contract Status	Open	View Contract, Edit Contract, Close Out Change Secondary Status to: None selected
Compliance Officer	Assigned	Change Compliance Officer to: Karen Zinn
Compliance Monitoring	Automatically (Monthly)	
Subcontractors	6 subs	Manage Subcontractors.
Task Orders		Create Task Order
Contract Change Orders		Amend Contract, Change Value
Contract Extensions/Shortenings	Changed	Extend/Shorten Contract
Other Functions		Delete Contract, Vendor Archive, Full Archive, Copy Contract

Closing Contracts

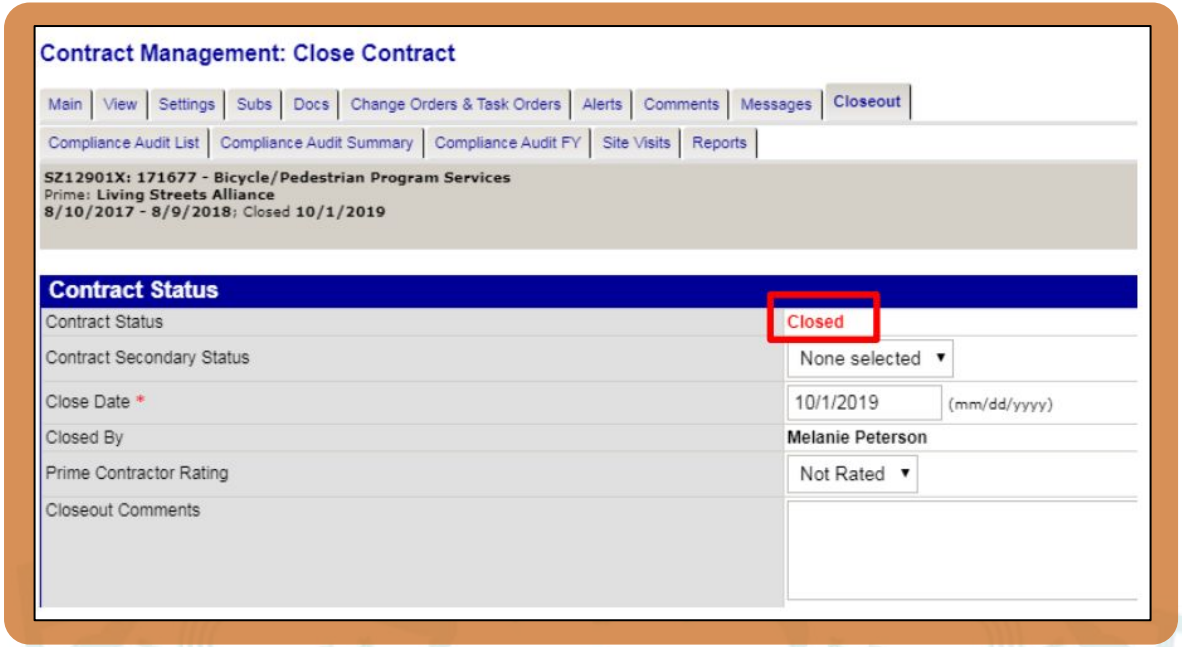


Closing Contracts





Closing Contracts



Record Retention

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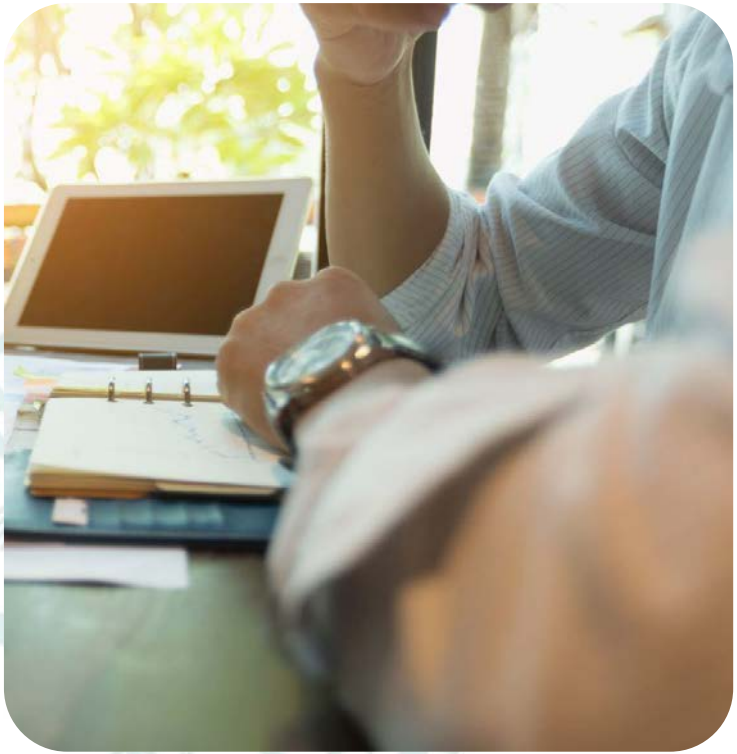
- Keep copies of all procurement records
- Check receipts against your invoices
- Check against your LPA DBE payment reporting

Construction, Planning or Operations Contracts

- Coordinate with PM as there are additional requirements
- AZ UTRACS and the LPA DBE System
- Subcontractors



Key Takeaways

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Enter contract payments for every reimbursement request submitted

Close Old Contracts

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Using the LPA DBE System

LPAs/Subrecipients

DBE Program Plan Requirements

Link to Video on YouTube

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Request for Assistance

If you require assistance with using the LPA DBE System, please use the following contact information to request help:

1

LPA CONTRACTOR COMPLIANCE

Email Inbox

LPAContractorCompliance@azdot.gov

2

SHARON BOVA

DBE & OJT Compliance Technician

sbova@azdot.gov

3

MELANIE PETERSON

Local Public Agency/Sub- Recipient Program Manager

mpeterson2@azdot.gov

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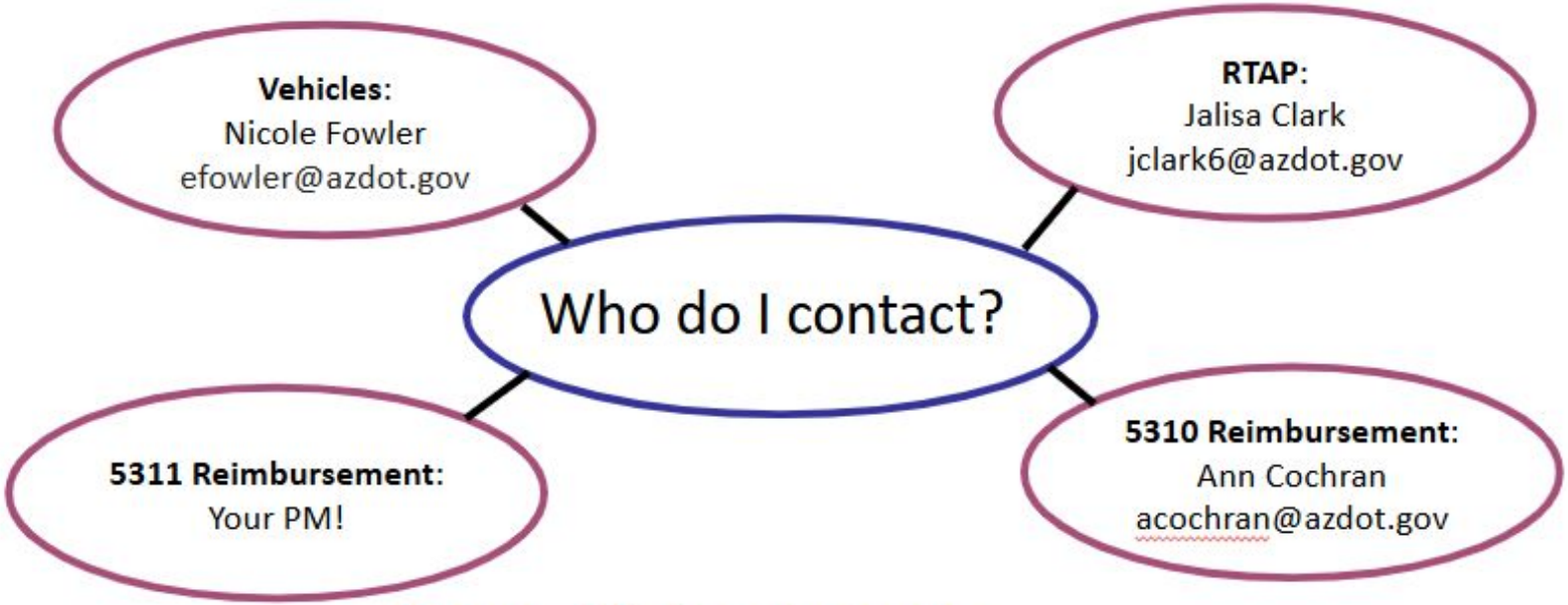
BECO Connects

LPAContractorCompliance
@azdot.gov

Transit Reminders and Updates

MPD Transit Team



Always CC Transit Group: Transitgroup@azdot.gov, and your Mobility Manager

ADOT

Planning Program

- Transit Planning application has closed as of October 31, 2025
- On-call Planning Contract is available to ADOT Subrecipients.
- Contact your Program Manager if you want to use the On-Call.
- Task orders can be assigned for Planning, Marketing, Operations, and other professional services
- Partner with MPO / COG

Coordination

- ADOT encourages the connections between private, public, and non-profit providers.
- Network connections should be reflective in your bus schedules.
- Mobility Managers can assist in facilitating coordination between systems.

Recap

- Reimbursement Request must be submitted on a timely basis
- In the two year grant cycle:
  - 5310 is in year 1 and funding is NOT rolling over
  - 5311 is in year 2 and funding IS rolling over
- Reminder: Annual insurance renewals include a Checklist
- Upon sale of a vehicle, coordinate with your ADOT PM regarding vehicle proceeds

Upcoming Events

- 5311 Drug & Alcohol Site Visits - Currently in progress
- 5311 Site Visits/Monitoring - Currently are scheduled
- Intercity Planning Study - Currently in the early stages
- Transitioning from E-Grants to IGX
  - TBD
- AzTA ADOT Transit Conference
  - April 5 - 8, 2026 - Mesa

Site Visits

Site Visits

- Comprehensive Review by MPD Transit Consultant
  RLS and Associates under contract
  Webinar occurred on October 11, 2024 and recording is available on ADOT Transit's Website.

Review your last site visit Final Report

We do not want repeat findings!

FTA Comprehensive Guides

- FTA's 2024 Comprehensive Review Guide
  - Identifies the minimum compliance requirements to which grant recipients are expected to comply.
- The guide articulates what is expected of grantees and exactly how FTA determines compliance.
- All requirements are directly related to specific, citable, written requirements.

https://www.transit.dot.gov/regulations-and-programs/safety/fy24-comprehensive-review-contractors-manual

ADOT

Site Visits – Timeline (tentative)

ADOT enters into contract with RLS for Monitoring Site Visits	August 2022
Kick-off webinar with Sub-recipients	October 2024
Sub-recipients send documents	TBD
Site Visits	Fall 2024 - Spring 2026
Follow up corrective actions & draft report	TBD
Final close-out report	TBD

Site Visits: Financial

- Back up documentation - tied to reimbursement
- Transit employees who are not 100% dedicated to transit = document for hourly charges to grant
- Indirect Cost Allocation Plan
  - Must be certified by ADOT, FTA or a Cognizant Federal agency
- Report your contracting opportunities into the LPA/DBE database for each reimbursement request.

Site Visits: Title VI Reminders

- Title VI Plan – Follow it!
  - All Sub-recipients have a current approved plan
  - Complaint Process
  - Title VI Notice to the Public – Poster & Notice for all Public Outreach
  - Report staff changes

Site Visits: Procurements

- All procurement files will be reviewed on-site
- Any item/service that is >$3,000 in the contract period (2 years) needs to have a documented procurement
  - Fuel, office supplies, uniforms, laundry service

Site Visits: Maintenance

- Maintenance plan (vehicle and building if FTA funded) will be reviewed
- Files showing how maintenance plan was followed (i.e. scheduled services) will be reviewed
- Remember: follow your plan! If your plan is insufficient, revise it.

Questions?

Thank you!

Lunch/Break Time

Drug and Alcohol Compliance Review

Drug and Alcohol Common Issues

1. Drug and alcohol policy is not current
2. Not utilizing the FTA drug and alcohol policy builder:https://transit-safety.fta.dot.gov/drugandalcohol/tools/PolicyBuilder/CreatePolicy.aspx
3. Link to FTA drug and alcohol site not readily available: https://www.transit.dot.gov/drug-alcohol-program
4. Link to ODAPC not readily available: https://www.transportation.gov/odapc/ListServe_Notices
5. Not understanding when a FTA test is required or when the test is required by your agency (based on your policy)

ADOT

Drug and Alcohol Important Information (con't)

6. Random tests are not spread throughout all hours of service and days

7. Testing form was not completed correctly

8. Selected FHWA instead of FTA for test

9. Keeping current copies of certificates for collection site testers and the Substance Abuse Provider (SAP)

10. Testing site doesn't correctly follow procedures

Drug and Alcohol Important Links

Drug and Alcohol Regulation Updates Newsletter:

https://www.transit.dot.gov/regulations-and-programs/safety/drug-alcohol-regulation-updates-newsletters

Drug and Alcohol MIS Reporting:

https://transit-safety.fta.dot.gov/DrugAndAlcohol/DAMIS/default.aspx

Drug and Alcohol Publications:

https://transit-safety.fta.dot.gov/DrugAndAlcohol/Publications/Default.aspx

When in doubt: REFERENCE YOUR POLICY

ADOT

National Transit Database (NTD)

National Transit Database

NTD – Everyone's favorite database

- Nation's primary source for information on transit systems
- NTD performance data are used to apportion over $5 billion annually
- You are responsible for your data
- Data helps tell your story

www.transit.dot.gov/sites/fta.dot.gov/files/docs/subdoc/186/2019-ntd-reduced-reporting-manual-v1-1_0.pdf

ADOT

National Transit Database

Self Reporting Agencies

- Self-reporting Agencies: any agency that receives funding directly from FTA as well as funding from ADOT
  - Tribes
  - Urban areas

ADOT will provide key financial and will work with subrecipients to verify the figures

National Transit Database

New Information

In Report Year 2023 NTD began to collect data on transit violence. Although this information is collected annually for NTD please remember to report any instances of transit Violence to your ADOT Program Manager as soon as possible

National Transit Database - Modes

- Bus (MB)
- Commuter Bus (CB)
- Demand Response (DR)
- Vanpool (VP)
- Other

National Transit Database

Reporting Requirements

- NTD Forms – Reduced Reporting (RR-20)
- CARES Act and ARP Funding Data - **NEW**
- Separation by Mode
  - Unlinked passenger trips
  - Annual vehicle revenue hours and miles
  - Subrecipients must first report their **direct costs**, or costs that can be easily attributable to one mode, to the respective mode/TOS. Afterwards, for their indirect or shared costs, they can use an allocation method (i.e. allocate by VRM).

IMPORTANT

Must track by mode

- **Passenger trips**
- **Revenue hours**
- **Revenue miles**

ADOT

National Transit Database

Reimbursement Request Form

- Purpose: To ensure accurate NTD reporting

REIMBURSEMENT PERFORMANCE DATA

Click here to access the Status Change page.

PERFORMANCE DATA BY MODE

	Vehicle Revenue Miles	Deadhead Miles	Vehicle Revenue Hours	Regular Unlinked Passenger Trips	Sponsored Unlinked Passenger Trips Demand Response Only	Demand Response / Complementary Paratransit Total Trips	Passenger Paid Fare Revenue	Organization Paid Fare Revenue
Bus	0	0	0	0			$0	$0
Commuter Bus (CB) / Intercity	0	0	0	0			$0	$0
Demand Response / Complementary Paratransit	0	0	0	0	0	0	$0	$0
Vanpool (VP)	0	0	0	0			$0	$0
TOTALS	0	0	0	0			$0	$0

Performance Data Total Fare Revenue:	$0
Fare Revenue Reported for the Month:	$0.00

National Transit Database

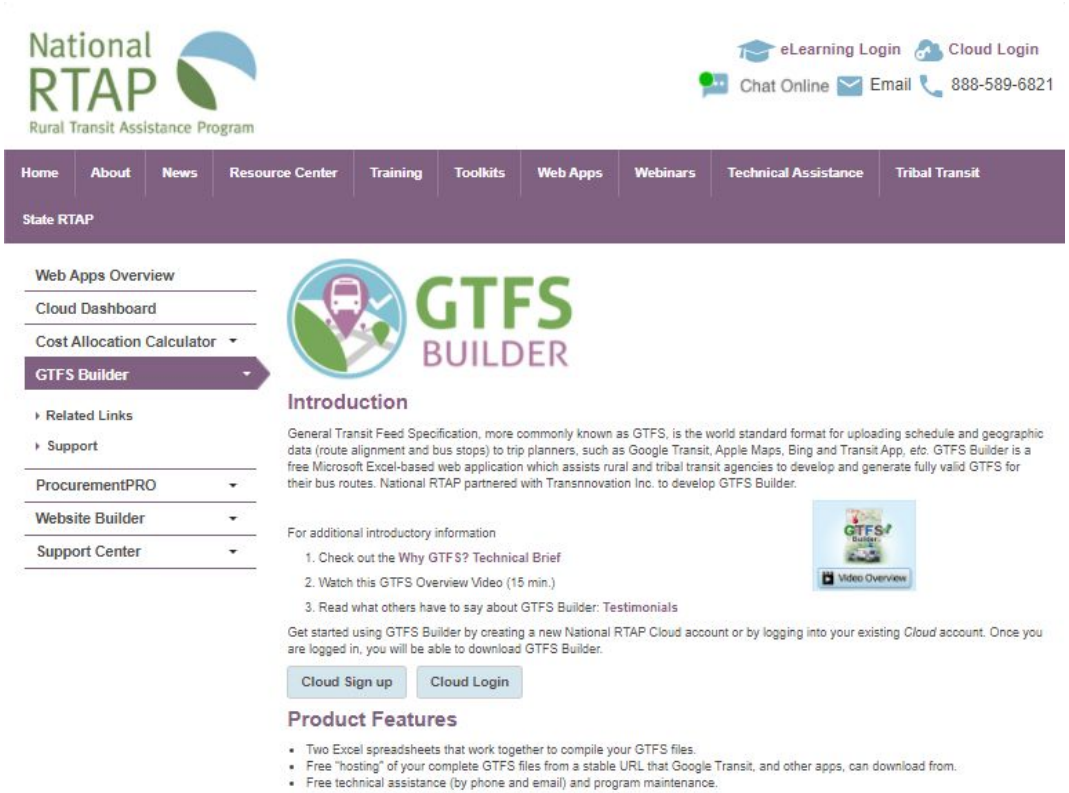
Reimbursement Request Form

As many costs as possible MUST be allocated directly to a mode (i.e. maintenance for a vehicle, etc.)

Direct Expenses by Mode - THIS MAY NOT BE ALLOCATED								
	Admin	Operating	Preventive Maintenance	Other Capital	CARES Act Operating	CARES Act Intercity	CARES Act Capital	
Bus	$0	$0	$0	$0	$0.00	$0.00	$0	
Commuter Bus (CB) / Intercity	$0	$0	$0	$0	$0.00	$0.00	$0	
Demand Response / Complementary Paratransit	$0	$0	$0	$0	$0.00	$0.00	$0	
Vanpool (VP)	$0	$0	$0	$0	$0	$0	$0	Direct Expenses Total
TOTALS	$0	$0	$0	$0	$0.00	$0.00	$0	$0.00

Allocated Expenses by Mode								
	Admin	Operating	Preventive Maintenance	Other Capital	CARES Act Operating	CARES Act Intercity	CARES Act Capital	
Bus	$0	$0	$0	$0	$0	$0	$0	
Commuter Bus (CB) / Intercity	$0	$0	$0	$0	$0	$0	$0	
Demand Response / Complementary Paratransit	$0	$0	$0	$0	$0	$0	$0	
Vanpool (VP)	$0	$0	$0	$0	$0	$0	$0	Allocated Expenses Total
TOTALS	$0	$0	$0	$0	$0	$0	$0	$0

National RTAP – GTFS Builder



https://www.nationalrtap.org/Web-Apps/GTFS-Builder

GTFS Static Overview

Testing and FAQ
Testing Tools
Frequently Asked Questions (FAQ)

Changing the GTFS Static Spec
Overview
Guiding Principles
Revision History

GTFS Static Overview

The General Transit Feed Specification (GTFS), also known as *GTFS static* or *static transit* to differentiate it from the GTFS realtime extension, defines a common format for public transportation schedules and associated geographic information. GTFS "feeds" let public transit agencies publish their transit data and developers write applications that consume that data in an interoperable way.

Contents
- How do I start?
- Overview of a GTFS feed
- Making a Transit feed publicly available
- Submitting a Transit feed to Google
- Getting help

How do I start?

1. Take a look at the GTFS examples.
2. Create your own feeds using the reference as a guide.
3. Test your feed using validation tools.
4. Publish your feed, as described in the Help Center.

Overview of a GTFS feed

A GTFS feed is composed of a series of text files collected in a ZIP file. Each file models a particular aspect of transit information: stops, routes, trips, and other schedule data. The details of each file are defined in the GTFS reference.

An example feed can be found in the GTFS examples. A transit agency can produce a GTFS feed to share their public transit information with developers, who write tools that consume GTFS feeds to incorporate public transit information into their applications. GTFS can be used to power trip planners, time table publishers, and a variety of applications, too diverse to list here, that use public transit information in some way.

Making a Transit feed publicly available

Many applications are compatible with data in the GTFS format. The simplest way to make a feed public is to host it on a web server and publish an announcement that makes it available for use.

A list of transit agencies who provide public feeds is available on the GoogleTransitDataFeed project site.

https://developers.google.com/transit/gtfs/

from Sedona, Arizona 86336
to Cottonwood, Arizona

3:15 PM - 3:49 PM (34 min)

Verde Lynx

3:15 PM from Sedona Municipal Parking Lot

$2.00

SCHEDULE EXPLORER

3:15 PM Sedona
Arizona 86336

3:15 PM Sedona Municipal Parking Lot

Verde Lynx Southbound to Cottonwood
34 min (20 stops)

3:49 PM Cottonwood Public Library

3:49 PM Cottonwood
Arizona

Cost: $2.00

Tickets and information

Cottonwood Area Transit - Ticket information - 1 (928) 634-2287

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

from Sedona, Arizona 86336
to Cottonwood, Arizona

3:15 PM - 3:49 PM (34 min)

Verde Lynx

3:15 PM from Sedona Municipal Parking Lot

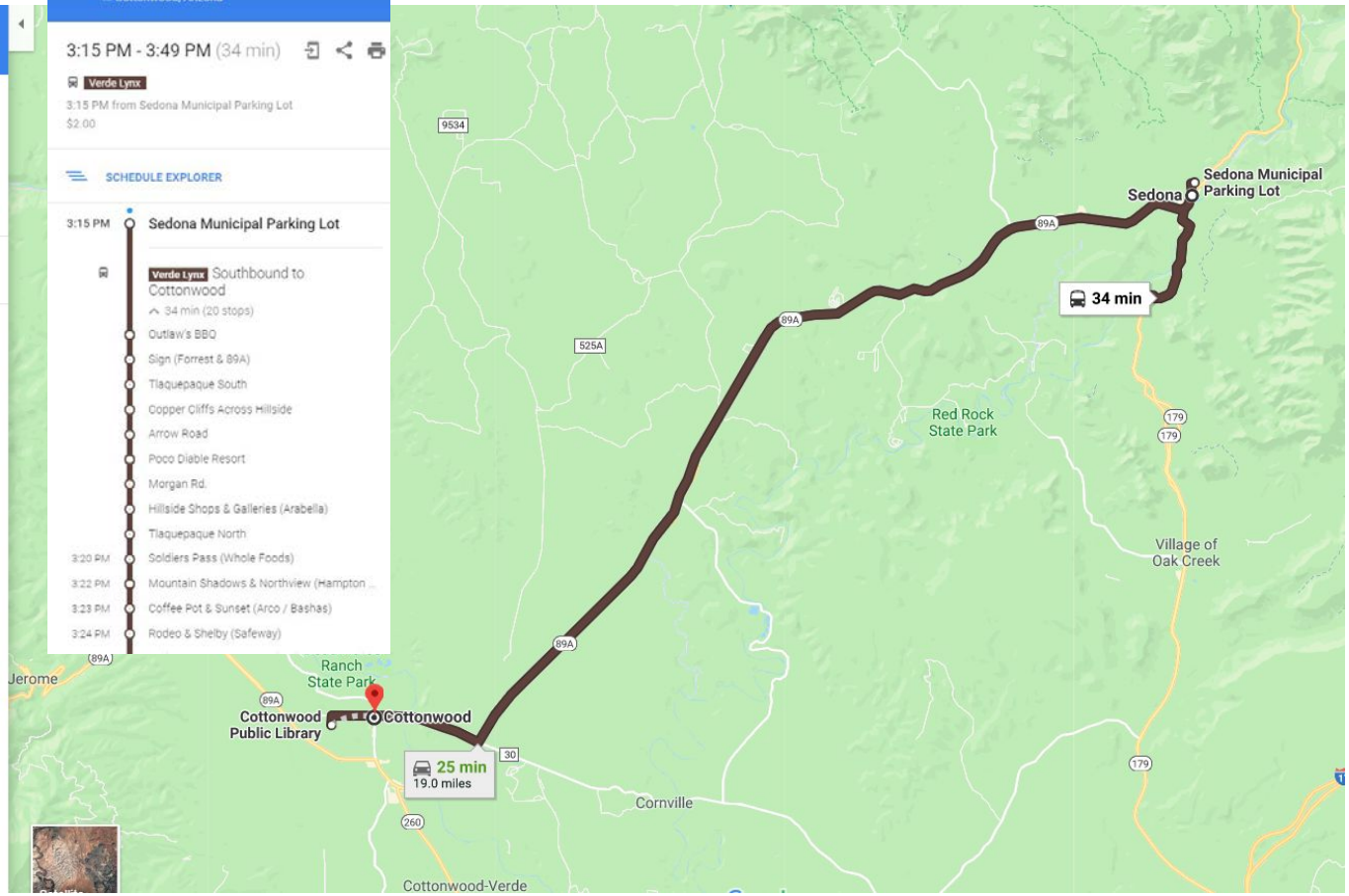
$2.00

SCHEDULE EXPLORER

3:15 PM Sedona Municipal Parking Lot

Verde Lynx Southbound to Cottonwood
34 min (20 stops)

- Outlaw's BBQ
- Sign (Forrest & 89A)
- Tlaquepaque South
- Copper Cliffs Across Hillside
- Arrow Road
- Poco Diablo Resort
- Morgan Rd.
- Hillside Shops & Galleries (Arabella)
- Tlaquepaque North
- 3:20 PM Soldiers Pass (Whole Foods)
- 3:22 PM Mountain Shadows & Northview (Hampton ...
- 3:23 PM Coffee Pot & Sunset (Arco / Bashas)
- 3:24 PM Rodeo & Shelby (Safeway)



National Environmental Policy Act (NEPA)

National Environmental Policy Act (NEPA) of 1969

- NEPA is the primary law governing the environmental review process for all federal agencies. NEPA establishes a decision-making process that agencies must follow to study the environmental impacts of proposed projects, both large and small.

National Environmental Policy Act (NEPA) for FTA Projects

- Pertains to Funding for FTA Capital Projects: Transit Facilities, Bus Shelters, Bus Pullouts, & Sidewalks and Multi-Use Pathways.
- ADOT **cannot apply** to FTA for funding unless we can determine a project is in compliance with NEPA.
- Basic steps to follow: Site Selection, NEPA - Environmental Classification Land, Acquisition, Design, and Construction
- Categorical Exclusion (CE), Environmental Assessment (EA) or Environmental Impact Statement (EIS)
- 95% of FTA Projects fall under CEs

Intercity

Intercity

General Information

- ADOT awards 5311 formula intercity funds to eligible agencies
- ADOT is required to award 15% of its apportionment to intercity
- Routes begin and/or end in Urban areas, but must demonstrate significant ridership and benefits for rural residents to be eligible for 5311 funding
- Partner with Greyhound (Flixbus) for in-kind match
- ADOT funds Intercity feeder routes that connect to intercity providers

Intercity

AZ Intercity Routes

Agency	Route
Show Low	Pinetop-Lakeside - Holbrook
Greyhound	Lordsburg - Phoenix
Hopi	Hopi Tribal Complex - Flagstaff
RPTA	Buckeye - Ajo
RTA Pima	Ajo - Tucson
YCIPTA	San Luis - Yuma

Intercity - Reimbursement Request

Operating / Intercity funds	Match Ratio	Reimbursement Requests	Contract Cumulative	Balance	Approved Budget	% Expended	Pro Co
Supervisor(s)	58 / 42	$3,406.40	$71,489.98	($28,243.98)	$43,246.00	165.31%	
Mechanic(s)	58 / 42		$12,759.00	$14,281.00	$27,040.00	47.19%	
Driver Salaries	58 / 42	$8,039.20	$160,527.39	($31,941.39)	$128,586.00	124.84%	
Fringe Benefits	58 / 42	$2,831.27	$54,936.81	($5,218.81)	$49,718.00	110.50%	
Fuel	58 / 42		$73,432.49	$52,030.51	$125,463.00	58.53%	
Driver Training & Certifications	58 / 42		$580.00	$4,420.00	$5,000.00	11.60%	
Uniforms	58 / 42		$1,895.00	$2,105.00	$4,000.00		
Vehicle Licenses	58 / 42				$1,000.00	0.00%	
In-Kind (Ops/Intercity)	58 / 42	$1,996.10	$28,375.60	$18,379.40	$46,755.00	60.69%	
Total Operating/Intercity Costs		$16,272.97	$405,605.30	$171,202.70	$576,808.00	70.32%	
Revenue Earned ie Fares		$2,791.36 *	$48,454.95	($8,454.95)	$40,000.00	121.14%	
Net Operating Costs		**$13,481.61**	**$357,150.35**	**$179,657.65**	**$536,808.00**	**66.53%**	
Operating Local Share		**$3,567.23**	**$94,501.98**	**$47,537.41**	**$142,039.40**	**66.53%**	
Operating Federal Share		**$4,926.18**	**$130,502.74**	**$65,646.91**	**$196,149.64**	**66.53%**	
Intercity Local Share		**$2,095.04**	**$55,501.16**	**$27,918.80**	**$83,419.96**	**66.53%**	
Intercity Federal Share		**$2,893.15**	**$76,644.47**	**$38,554.53**	**$115,199.00**	**66.53%**	

Enter your intercity in-kind costs (using the intercity in-kind calculator)

Intercity - Reimbursement Request

Operating / Intercity funds	Match Ratio	Reimbursement Requests	Contract Cumulative	Balance	Approved Budget	% Expended	Project Complete Yes / No
Operating Supplies	58 / 42	$10,000.00	$10,000.00	$344,648.00	$354,648.00	2.82%	
Total Operating/Intercity Costs		$10,000.00	$10,000.00	$344,648.00	$354,648.00	2.82%	
Revenue Earned ie Fares		$500.00*	$500.00	$147,251.00	$147,751.00	0.34%	
Net Operating Costs		**$9,500.00**	**$9,500.00**	**$197,397.00**	**$206,897.00**	**4.59%**	
Total Federal		**$5,510.00**	**$5,510.00**	**$114,489.**	**$120,000.00**	**4.59%**	
Intercity Federal Share		$918.33*	**$918.33**	**$19,081.67**	**$20,000.00**	**4.59%**	
Intercity Local Share		**$665.00**	**$665.00**	**$13,817.76**	**$14,482.76**	**4.59%**	
Operating Federal Share		**$4,591.67**	**$4,591.67**	**$95,408.55**	**$100,000.00**	**4.59%**	
Operating Local Share		**$3,325.00**	**$3,325.00**	**$69,088.95**	**$72,413.79**	**4.59%**	

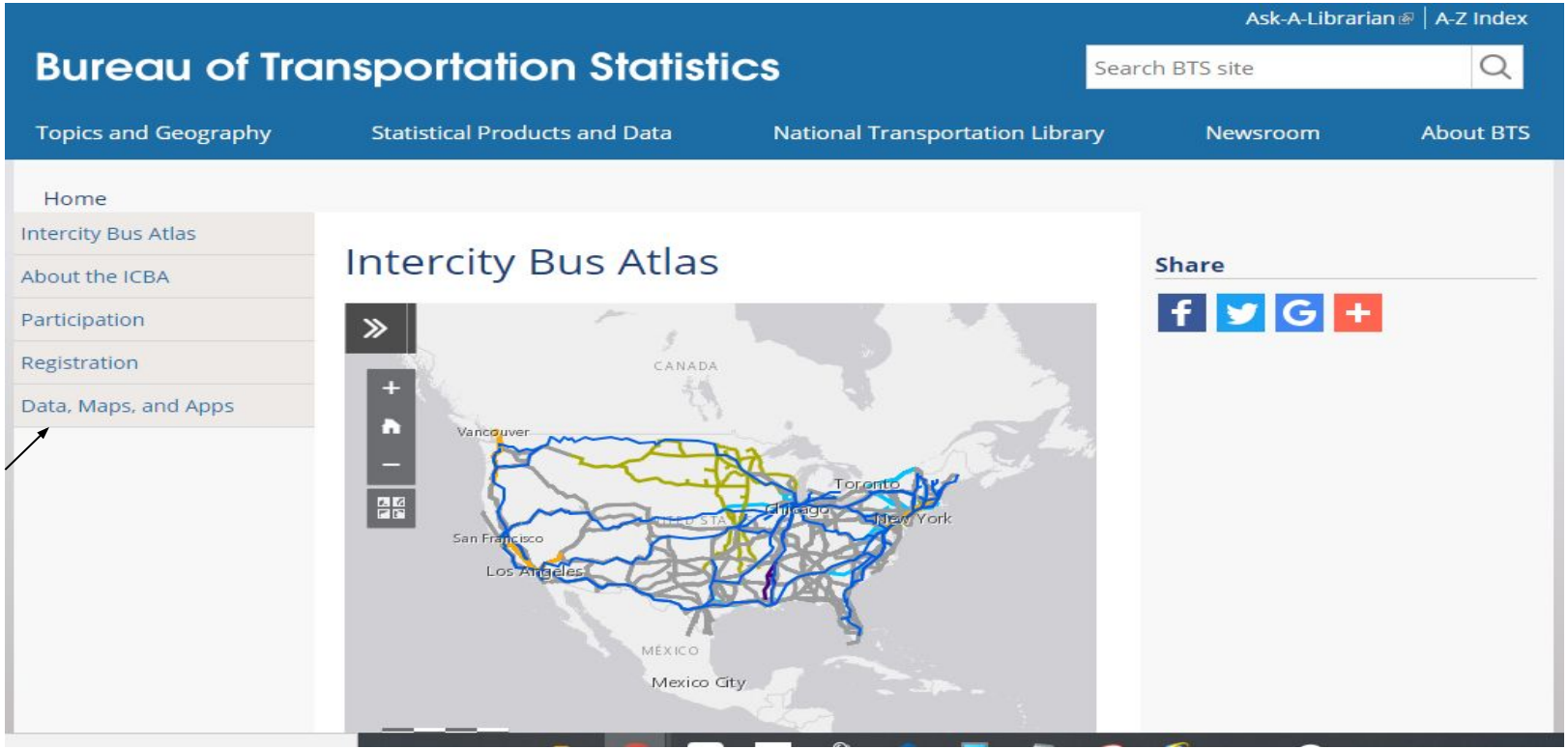
Reimbursement Intercity % requested	**17%**	**Intercity % awarded**	**17%**
Monthly Federal Intercity Amount based on Award	**$918.33**	**NOTE: Use Intercity worksheet if not using awarded intercity percent to calculate monthly federal intercity amount.** Intercity/Inkind Calculation Worksheet	

If you do not receive intercity funds, enter **0**

If you receive intercity funds, enter the amount of intercity Federal share(shown in your calculator)

A link to the intercity in-kind calculator is provided by your assigned Program Manager.

Intercity - National Intercity Map



https://www.bts.gov/geospatial-portal/intercity-busing/intercity-bus-atlas

Intercity - National Intercity Map

- Developed by the Bureau of Transportation Studies
- National intercity map;
- Agencies must publish data compliant to the General Transit Feed Specification (GTFS)
  -includes operational information about stops, routes, trips, schedules, fares, and transfers
- Help interline systems and services
- Aids in planning improvements

https://www.bts.gov/geospatial-portal/intercity-busing/intercity-bus-atlas

ADOT

Intercity - Misc

- Greyhound sends letter to subrecipients who receive in-kind match for intercity
  - ADOT has minor role of coordinating communication

5311 Transit Reminders

End of Year 1 – 2024 Contract Administration

Reminders:

- September 2025 Reimbursement Requests must be submitted no later than **November 15, 2025**
  - No extensions have been granted
  - Unused formula funds **will** roll over to year 2
  - 2026 5311 Grant Application will open end of this year / beginning of next

5339 Grants

Administration

5339 Grant

- 2025 Applications
  - In panel review process, will reach out with clarification questions in the future
- 2024 Applications
  - Capital projects are to be added to 5311 grant app in eGrants so you may reimburse against these projects in year 2 of the 5311 grant cycle

Questions?

Thank you!

Feedback?

Please email TransitGroup@azdot.gov with feedback

Thank you!

Thank you for joining us!