FY2026 5305(e) Transit Planning Application

Application Due Date: **November 16, 2026 at 3:00 PM**

Frequently Asked Questions (FAQ)- Rev. 11/5/2026

5305(e) Application Webinar - Wednesday, October 7, 2026 at 9AM

Webinar Recording: https://www.youtube.com/watch?v=CouAh5ajI-o

QUESTIONS and COMMENTS	RESPONSES
In the Civil rights section when writing the grant as a joint venture, whose Title VI person's information are you supposed to provide?	The Title VI information should match the agency that will be submitting reimbursement for the project. This agency and their Title VI person will ensure that they are compliant with Title VI requirements related to the project.
Is an authorization to apply letter or a formal governing board approval required as part of the grant app?	ADOT does not have any formal requirements for an authorization letter to apply. However, ADOT does ask that you adhere to your internal processes. If your agency has a policy that requires an authorization letter is needed to apply, we ask that you follow your internal guidelines.
Can we use an in-kind match of wages? Or Can in-kind match be used to supplement wages?	Yes. In-kind match is the value of donated personnel services of third party staff or volunteer time. No, by definition in-kind match consists of non-cash contribution which includes but not limited to donated services, materials, space, equipment. In-kind match has no liquid cash value and can not be used to physically pay out or supplement an employee's monetary paycheck.
Are there certain types of transit planning projects that are prioritized over others?	ADOT prioritizes the following planning projects: ● Rural transit planning for existing transit agencies ● New Rural Transit Plans

	• Regional Transit Planning and Small Urban Transit Planning • Communities not currently funded with transit planning will be given priority
Will additional points be given to applications that provide local match above the threshold?	Yes. Additional points are given to those that have more than the required local match funding.
Can you clarify what is meant by three applications per agency?	Three applications per agency means that up to three planning projects can be submitted per COG and/or MPO. Each COG/MPO can submit up to three applications with only one planning project per application.
What is the expectation regarding the outreach component given the tight timeline?	The expectation for outreach is in regards to the Public Involvement for the planning project. This is noted in your Public Involvement plan which is typically included in your COG or MPO agreement with FHWA.
How often should a regional coordination plan be updated?	The Regional Coordinated Plans are due approximately every four (4) years. However, generally they should be reviewed every year to ensure that they include all anticipated and awarded projects.
How many letters of support do we want?	There is not a set number of letters that need to show letters of support. However, when referring to strong letters this includes letters from other businesses, organizations and groups in the community. The letters of support should provide meaningful justification for prioritizing your Transit planning request.
The transit planning awards are anticipated to come out in late January 2027. Does that mean the funding for the project will be awarded the next federal year? Or is it possible the award could start this year ?	Once ADOT issues our final awards the awardee will need to work to get the award added to their existing work program. Due to the awards being issued in early 2027 ADOT anticipates the Transit Planning projects to start that same year. Noting that this will need to be added to the COGs or MPOs existing work program.

We are aware that ADOT has a Corridor Planning Study underway. We are planning to apply for planning to study the corridor specifically in our region. Which would be a duplicate effort would that affect the possibility of this study being funded by ADOT?	Additional information would be needed to determine if this is eligible. Please keep in mind in order to determine a project's eligibility ADOT uses the following Evaluation Criteria as outlined in the Transit Planning Notice of Funding Availability (NOFA).: ● Benefit to the Community / Region ● Defined Purpose and Need ● Supporting Documentation ● Community & Local Support ● Alignment with ADOT's Planning Goals and Priorities generally in the following order of priority: ○ Rural transit planning for existing transit agencies ○ NewRural transit plans ○ Regional transit planning and Small Urban Transit Planning ○ In order to ensure that statewide transit planning funds are used throughout the state, communities which are not currently funded with a statewide transit planning grant will be given priority.
Our new 5305 grant application, proposed study would be to assess and expand the current service area in our region. A transit feasibility study would not be the correct type of study request. Are there clear definitions of the following study types? Transit service implementation plans Transit operations planning Route planning and system efficiency study	The type study you are referring to would be a Short Range Transit Plan. Please refer below to the definitions of the following study types: A **Transit Service Implementation Plan** is a detailed document outlining the steps and strategies to launch or significantly modify a public transportation service, including defining the routes, schedules, vehicle types, fare structure, operational procedures, and necessary infrastructure changes, while also addressing stakeholder engagement, funding sources, and timelines for implementation. A **Transit Operations Plan** is a set of activities that ensure transit services are provided to meet a community's mobility needs in a cost-effective way. It involves planning and implementing the type of transit service to provide, where to provide it, how much, and when.

	A **Route Planning and System Efficient Study** determines the most efficient stops or path for transportation, it aims to minimize costs, time, and distance by carefully selecting the best route between multiple locations. Also, identifies how well a system is designed to generate the most optimal routes, minimizing wasted time and resources. A **Short-Range Transit Plan** is a 5 to 10 year strategic document used by public transit agencies to guide their operations, service, and capital investments. These plans require agencies to analyze current performance, identify needs, and outline specific goals for service improvements, operational efficiency, and financial planning to be eligible for federal and state funding. Key components include operational data, service plans for different funding scenarios, and capital and operating budgets.
Under In-Kind, there is the following question (copied below). If the agency is not using in-kind do they need to provide any local match back up documentation? Or is this just for in-kind?	The 5305(e) Transit Planning Notice of funding Availability (NOFA) mentions that the agency must provide documentation of the local match funding source. As an applicant you must provide documentation of not just in-kind match, but any and all local matches being used to cover the local match needed for your project request. Link to FY2026 5305(e) Transit Planning Application Notice of Funding Availability: https://azdot.gov/sites/default/files/2026-10/5305e-Notice-Of-Funding-Availability.pdf
I'd like to clarify what is needed for the local match funding documentation. Do you want the supporting documentation in PDF format? Are you wanting a local match capacity letter like what is required for 5307/5339 application? If you are able to provide more details in expectations, that would be appreciated. Thank you!	ADOT is requesting that you do provide your supporting documentation in PDF format as no one should be able to edit your back up documentation. Also, ADOT does not have specific guidance regarding what type of local match documentation we are looking for. ADOT is requesting that as the applicant you use your best judgement regarding documenting your local match needed in your application. The PDF local match

	documentation you provide should clearly identify where the local match is coming from and how much local match is needed to cover the project in your application. How you as an applicant choose to display in your PDF local match documentation is at your discretion.
Can you explain the local match 94.3/5.7?	This is the FHWA match ratio that ADOT may possibly award your project at. The Transit planning application requires you anticipate a match ratio of 80/20. As an applicant, you should be able to document that you can provide 20% local match to the project(s).
We are reviewing the NOFO and application with our colleagues and wanted to confirm the dollar amount per project since an organization can submit up to 3 applications, one project per application. Is the $312,000 listed in the NOFA the maximum allowed for one project or for the total of 3 projects? ADOT MPD anticipates • Awarding the maximum amount of funding possible to all eligible projects. • Awarding funding to six applicants ranging from $100,000-$312,500 based upon historical awards. • The period of performance for this funding will be July 2027 through June 2029.	The $100,000 - $312,000 was based on each awarded project in the last Transit Planning Application Cycle in FY2025. This is used to help applicants to have a better idea on historical knowledge on the funding amounts ADOT previously awarded. These amounts are merely to assist applicants with ADOT's prediction on award amounts, but may vary this award cycle.
As part of the MPO's match funding for 5305(e) Transit Planning can we use State Planning and Research (SPR) funding or Metropolitan Planning (PL)? Is that a non-federal match?	SPR Funding and PL funding can not be used as a local match for Transit planning. The only exception would be activities related to Complete Streets Urban planning which has an FTA waiver issued. Otherwise, 5305(e) match funding requires that the COG or MPO would need to provide non-federal local match to cover a portion of the local match costs. Complete Streets Urban Planning Non-Federal Match Information link: https://www.transit.dot.gov/regulations-and-programs/transportation-planning/frequently-asked-questions-fta-waiver-non-federal#:~:text=FTA%20has%20approved%20a%20waiver,%5Bsection%2011206%20(c)%5D.

Under the under source of Donations/ Service, are you requesting a specific name of an Organization? Or can we be more broad and just note a local partner?	Identify the local agency and the type of local match funding that is being used. You want to be as descriptive as possible and make sure it is clear on what type of funding is being provided by the Organization you are partnering with.
We would like to use in-kind match, but if it does not work out with the agency we include in the application is it possible to add in cash match to cover the request in the application?	Yes. Ideally you want to have the in-kind match figured out prior to your application. However, I would recommend entering in your anticipated in-kind match, but in regards to the cash match enter enough cash match funding to cover your request in case in-kind match does fall through.
I am a 5311 subrecipient that is going to be working with my COG or MPO to apply for the 5305 (e) funding. We understand our COG or MPO has to submit the planning application on our behalf. Is that the way it works? The MPO submits and receives the funds(assuming they are awarded)?	Yes. It is great that you are working with your local COG or MPO on developing an application for the 5305(e) application. As a 5311 subrecipient you are not able to apply for the 5305(e). A Council of Government (COG) or Metropolitan Planning Organization (MPO) are eligible to apply for the funding. And if awarded it will be added to the COG or MPO's work program that you are partnering with and they are only able to submit reimbursement for this project. Please be aware that as a 5311 subrecipient you can apply for Transit Planning in the next 5311 FY2028 Application cycle.
I am a 5311 subrecipient that is going to be working with my COG or MPO to apply for the 5305 (e) funding. We understand our COG or MPO has to submit the planning application on our behalf. Can I have access to the application forms in e-Grants and do the prep work for my local COG's or MPO's submittal?	The E-grants Organization Administrator(s) for your COG or MPO will need to grant you access to their 5305(e) Transit Planning application as a user in order to access the forms. Otherwise, ADOT will not be able to grant you access to view their application.
I am a 5311 subrecipient that is going to be working with my COG or MPO to apply for the 5305 (e) funding. We understand our COGor MPO has to submit the planning application on our behalf. I went on e-Grants today and the 5305(e)	You will not be able to view the 5305(e) application as you are not listed as an eligible applicant. Since the application is open to only COG and MPOs the application is only available to those agencies. As stated in the prior question, the E-grants Organization Administrator(s) for your COG or MPO will

application doesn't show up on my list of applications. How do I get access?	need to grant you access to their 5305(e) Transit Planning application as a user in order to access the forms.
As we work on the 5305(e) program application, I wanted to clarify that during last year's State Fiscal Year, my COG or MPO did not have our own approved indirect cost rate. To clarify, the COG or MPO's financial management and administrative functions were supported under our county's Cost Allocation Plan (CAP) since the County served as our fiscal agent. Beginning in this year, my COG or MPO officially adopted the 15% de minimis indirect cost rate under 2 CFR § 200.414(f). Please confirm whether this distinction affects what we enter as approved indirect costs in the application.	In order to use up to 15% de minimis indirect cost rate as an MPO or COG, documentation must be submitted to ADOT's MPD Finance to support this rate. As a COG or MPO, you should submit your de minimis rate documentation to MPD Finance who is responsible for indirect rates for consolidated planning funds.