

Section 5310 Application Regional Mobility Management COG & MPO Training Session FFY 2020 - FFY 2021



Arizona Department of Transportation
Transit Multimodal Planning Division
January 13th, 2020

MPD Transit Team

Administration

Jill Dusenberry – Transit Group Manager

Sara Allred – Transit Group Asst. Manager and State Transit Planner

5311

Aubree Perry
Sarah Fitzgerald

State Safety Oversight

Herman Bernal
Brian Brinkley

5310

Sara Allred
Lindsay Post

Program Support

Ann Cochran – Vehicles, Management Analyst

Diane Ohde – Transit Grants Business Analyst Consultant

Sarah Wuertz – Contract Specialist / RTAP Administrator

5310 Coordinated Mobility Program

- The Multimodal Planning Division (MPD) of ADOT administers the FTA Formula Grants for Enhanced Mobility of Seniors and Individuals with Disabilities Program commonly known as the Section 5310 Program or as the Coordinated Mobility Program
- Program provides funding to assist with costs for mobility management, purchase of capital equipment, administrative functions and operations to meet the mobility needs of seniors (65+) and individuals with disabilities at any age
- Annual apportionment from FTA approximately \$2.92M and \$1.5M STBG Flex

ADOT 5310 Key Dates

ADOT Publishes NOFA	Monday January 13 th , 2020
5310 Application Opens in E-grants	Monday January 13 th , 2020
Application Deadline	Thursday February 27th, 2020 – 4:00PM
Agency time to cure	March 6 th - March 13 th , 2020
Budget meetings with off-cycle grants	March-April
Preliminary notice of awards	May 2020
Final award (Exhibit A)	September 2020*
Federal Fiscal Year Begins	October 1, 2020

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

5310 Application Overview

Funding Breakdown

FFY 2020 Projection		
Tucson	\$	828,435
Small Urban	\$	1,139,492
Rural	\$	814,005
STBG	\$	1,350,000
STBG FLEX- Rural and Capital Only		

FFY 2021 Projection		
Tucson	\$	845,285
Small Urban	\$	1,162,282
Rural	\$	830,285
STBG	\$	1,350,000
STBG FLEX- Rural and Capital Only		

2-Year Application

Year 1	October 1, 2020 – September 30, 2021
Year 2	October 1, 2021 – September 30, 2022

- Grant Agreement may be effective for 2 years
- Funding allocated for 1 year at a time
- Reimbursement of funds in Year 1 impacts award for Year 2

2 Year Application

Regional Coordination Plans

- Mobility Management Activities must be identified in the coordination plans to be eligible for funding.
- Prioritization list for FY 2021 and FY 2022 included in the plan

5310 Application 2020 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

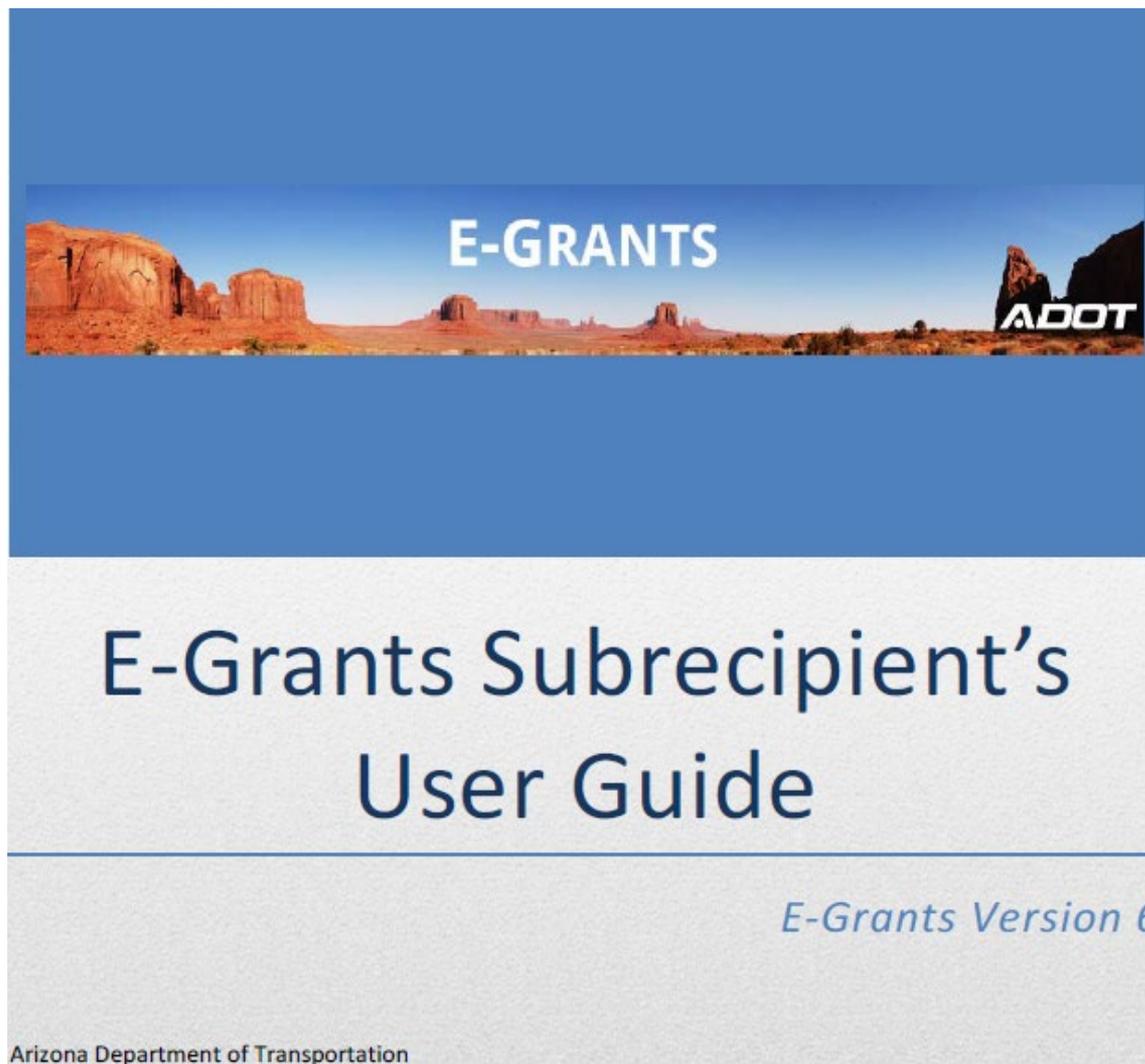
Phone: 1-866-449-1425

Email: azhelpdesk@agatesoftware.com

The screenshot shows the E-GRANTS system interface. At the top, there is a banner with the text "E-GRANTS" and the ADOT logo. Below the banner, there are navigation links: "System Login" and "Portal Home". The main content area is titled "Welcome to E-GRANTS!" and contains a login form with fields for "Username" and "Password", a "Login" button, and links for "New User Registration" and "Forgot Password?". Below the login form, there is a "Steps to Get Started:" section with a list of instructions. At the bottom of the page, there is a "SHOW HELP" button highlighted with a red box. A red arrow points from the top right of the slide to this button. In the bottom left corner of the screenshot, there is a red box containing the following text:

AGATE Help Desk Availability
Hours: Monday thru Friday 8am to 5pm MST
Phone: 1-866-449-1425
mail: azhelpdesk@agatesoftware.com

E-grants User Manual



New User Registration



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 receives approval, they will receive an email *Notification of Access Approval*
- Once your organization is registered, you will be able to create users, submit reports and submit

All new users register here

[New User Registration](#)
[Forgot Password?](#)

AGATE Help Desk

All new users register here

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](#)

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

Name	Prefix	First *	Middle	Last *	Suffix
Organization					
Title					
Address	Please select your County.				
City	State	Arizona		Zipcode *	
County					
Phone #1	Phone #2				
Fax	Cell Phone				
Email *	Need email address for all contacts				
Website					
Username	Select User name and Temporary Password				
Password *	Confirm Password				
Notes	Enter preferred role in Notes. Agency Roles: <ul style="list-style-type: none">- Agency Attorney- Agency Authorized Official- Agency Financial Officer- Agency Grant Writer- Agency Organization Administrator- Agency Viewer				

Add ALL users

- For 2019 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

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"/>
County	<input type="text" value="Maricopa County"/>	* Zip code	<input type="text" value="85032"/>
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:

<input type="checkbox"/>	Person	Role	Active Dates	Active Documents	Assigned By	Modified By
<input checked="" type="checkbox"/>	OhdeTest, 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 2020 5310 Application

5310 Application for Krystal Smith 1234

Offered By:

ADOT Multimodal Planning Division

5310 Application Availability Dates:

08/01/2018-01/01/2022

5310 Application Period:

11/12/2019-01/01/2022

5310 Application Due Date:

02/16/2022

Description:

2019 - 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

My Home My Applications My Reimbursement Requests

Welcome DianeTest
AGENCY Organization Administrator
[Change My Picture](#)

Instructions:
Select the SH
> Applying fo
> Using Syste
> Understand
> Managing y

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

VIEW OPPORTUNITIES

Copy Forward

- We recommend not using the copy forward function
- Copying and Paste from last year's print version if needed
- Please give yourself adequate time to fill in the application.

Agreement

Please make a selection below to continue.

You may copy forward data from one of the following

Do not copy data forward

Do not copy data forward

5311-2014-Agate Software Inc.-00063

5311-2014-Agate Software Inc.-00066

I AGREE

I DO NOT AGREE

Powered by IntelliGrants™

Application Tips

- You will not see a Print Version of a form until the Page is saved.
- You may experience some non-descript 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), Capital Request
- You can delete the form you currently have open by clicking the Delete button on the top right corner. This will not delete your application.
- Click the Add button on top right to add a new page to the current form.



E-GRANTS

My Home My Applications My Reimbursement Requests

My Organization(s) | My Profile | Logout

SAVE ADD DELETE PRINT VERSION ADD NOTE CHECK GLOBAL ERRORS SHOW HELP

[Back](#)

Document Information: [5310-2017-smith12314-00004](#)

[Details](#)

You are here: > [5310 Application Menu](#) > [Forms Menu](#) > 5310 Application

1 GO

SUMMARY OF PROJECT AND FUNDING REQUEST(S)

Accessing your Application

E-GRANTS

ADOT

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

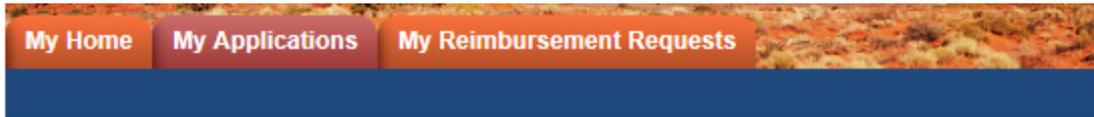
Hello DianeTest, please choose an option below.

 **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



[Back](#)

My Applications

Use the search functionality below to find a specific Application.

Search Applications

Application Types ▼

Application Name

Status ▼

Organization

Year

[Top of the Page](#)

Application Search Results

My Applications

Use the search functionality below to find a specific Application.

Search Applications

Application Types ▼

Application Name

Status ▼

Organization

Year

Export Results to ▼ Sort by: ▼

Number of Results 1

Document Type	Organization	Name	Current Status	Year
5310 Application	Krystal Smith 1234	5310-2019-smith12314-00012	Application In Progress	2019

Application Navigation

 [Back](#)

5310 Application Menu

Document Information: [5310-2018-Apache Cou-00059](#)

 [Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	5310 Application	Apache County	DOT Program Manager	Active Grant	01/09/2018 - 03/02/2018 N/A

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.

Forms Menu

Forms

Status	Page Name
5310 Application	
	ADOT Coordinated Mobility Program Guidebook Web Link
	APPLICATION SELECTION
	SUMMARY OF PROJECT AND FUNDING REQUEST(S)
	PROGRAM INFORMATION
	CIVIL RIGHTS
	TRAINING PROGRAM
	COORDINATION OF TRANSPORTATION SERVICES
	OTHER CAPITAL-NO VEHICLES (Equipment, Preventive Maintenance)
	OPERATING REQUEST
	REGIONAL MOBILITY MANAGEMENT PROGRAM INFORMATION
	REGIONAL MOBILITY MANAGEMENT PROJECT REQUEST
	VEHICLE INVENTORY
	LOCAL MATCH
	REQUIRED CERTIFICATION AND DOCUMENTS
Tools	
	Click here to Submit Application
Review	
	Exhibit A Admin
Agreement	
	Grant Agreement / Exhibits
	Grant Agreement
	Signature Page for Grant Agreement

- Save early and often.
- When you first come in you can only see the 5310 Application Section forms.
- Saving activates the Agreement Section forms to display.
- Improved Form Name Titles
- New Form Title Hover feature.
- Delete unwanted copied project forms

Application Selection

APPLICATION SELECTION

Instructions:

- Select the checkboxes below that correspond to applicant organization and types or projects this application is for.
- Click the **Save** button, and the appropriate pages will be displayed.
- Complete the application either by select the 'Forms Menu' link above, or 'SUMMARY OF PROJECT AND FUNDING REQUEST(S)' link at the bottom of the page.

What type of Project(s) are you applying for? (Select 'Yes' for all that apply)

- Yes No* Vehicle(s)
- Yes No *Do you have a current fleet of vehicles?
- Yes No *Other Capital-No Vehicles (Equipment, Preventive Maintenance)
- Yes No *Operating-No Preventive Maintenance
- Yes No Mobility Management
- Yes No *Do you provide a transportation service?

Summary of Project and Funding Requests

Changes:

- Apply for Year 1 and Year 2 as Separate Projects.
- Must save and resave individual request pages, after any changes to the Project Summary Page or you cannot submit.

Project Summary

1	Project Title	<input type="text"/>		Priority Number	<input type="text"/>
	Project Service Area	City(ies)	<input type="text"/>	County (Primary Served)	<input type="text"/>
		<input type="text"/>		<input type="text"/>	Request Year
	Brief Description of Proposed Project.	<input type="text"/>			
	Project Type	<input type="text"/>	Primary Area Served	<input type="text"/>	COG/MPO Region
Funding Request Amount	FTA Request:	<input type="text"/>	Local Match:	<input type="text"/>	Total Cost:

Program Information

4. Service Area. Indicate approximate percentage of census designated geographic areas the agency serves.

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

Put your location address in the upper RIGHT corner and press enter.

The map will zoom to your location.

Click the colored area and they system will show which type of area you work in—
you are in a rural area.

PERCENT of TRIPS or SERVICE AREA	AREA TYPE
<input type="text" value="100"/> %	Urbanized Area
<input type="text"/>	Small Urbanized Area
<input type="text"/>	Rural Area/Urban Cluster
100	% TOTAL PERCENTAGE

Changes:

- ❖ Question 4—minor language changes
- ❖ Skip to question 11 if you do not provide transportation.

IF YOUR AGENCY DOES NOT PROVIDE TRANSPORTATION SERVICE, SKIP DOWN TO QUESTION 11.

Civil Rights

Change:

- Removed requirement to answer questions that only relate to transportation services. Questions 10-17

IF YOU DOES NOT PROVIDE TRANSPORTATION SERVICE, SKIP DOWN TO QUESTION 18.

- * FTA requires that if your agency has any non-ADA accessible vehicles in your fleet, your agency must provide "equivalent service" through some other means, such as sufficient other accessible vehicles or a written agreement with another provider in your service area to provide a lift-equipped vehicle when needed. Does your agency have an operable wheelchair accessible vehicle meeting ADA standards, with available qualified driver(s), for all service areas?

Coordination of Transportation Services

Changes:

- Question 3 revised.

3. Please answer the following questions regarding agency procedures that support transportation coordination in the following areas.

- Yes No* a. Do you provide information on services, hours of service, fees, and eligibility to the region?
- Yes No* b. Do you participate in training provided by other agencies?
- Yes No* c. Do you make current training programs available to other agencies?
- Yes No* d. Have you provided information on vehicle maintenance and insurance to the region?
- Yes No* e. Do you have at least one agreement in place with another agency to provide or obtain services if needed? (e.g. for an accessible trip or if there is a breakdown or staff shortage)

Regional Mobility Management

Change:

- Revised the questions 6 & 8.
- Each project including each year needs it's own regional mobility project page.

6. Describe any efforts to develop relationships or partnerships for this project including efforts that may result in additional funding.

What to watch for

- ▶ Adding Projects from Summary list
- ▶ Be sure to Add a new page and save!
- ▶ Demonstration on egrants training environment
- ▶ http://igtrain02/login2.aspx?APPTHEME=AZDOT_MPD

Local Match

- The total will carry over from the **Summary of Project and Funding Request(s)** form.

REQUESTED BUDGET SUMMARY			
	Total Request	Federal Request	Local Match
Total	\$208,740	\$129,600	\$79,140

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 Match

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

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](#).

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
			per		
			per		
Total:					\$10,000

5310 Application Overview

In-Kind Match

- Value of *non-cash* contributions
- May be in the form of real property, equipment, supplies, services, and other expendable property
- In-Kind match must be documented on the local match page of the application to ensure it is allowable by the FTA

Common In-Kind Contributions – 5310

- Volunteer Drivers
- Donated goods and services
- Equipment or space
- Land
- Employees of other organizations

5310 Application Overview

In-Kind Match

In-Kind Contributions:

- **Are not paid** by the Federal Government **under another award**, except where authorized by Federal statute to be used for cost sharing or matching.
- Are provided for in the **approved budget**.
- Conform to other grant provisions or federal regulations (Uniform Administrative requirements).

5310 Application Overview

Recording In-Kind Contributions

- Maintain adequate documentation to support amounts claimed as match
- Maintain same documentation for both Federal share and for grantee's share
- Documentation must meet same standards as other expenditures within organization
- Record donation and valuation of item in detail
- **Enter into the General Ledger as income and expenditure**
 - **Failure to enter match contributions into general ledger requires a formal explanatory policy and separate spreadsheet accountability of receipt and use**

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
- Review the donation letter or form to ensure the value is reasonable

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

5310 Application Overview

Documenting In-Kind Contributions

- Document the basis for determining value of personal services, material, equipment, building, and land.
- Obtain written acknowledgement from the donor to include:
 - Name and signature of donor
 - Date and location of donation
 - Detailed description of contributed item or service
 - Estimated value of contribution, how value was determined, who made the determination
 - Whether the contribution was obtained with Federal funds

***** *Keep a copy of the receipt in your files* *****

2020 Application Documents

- Map showing location for agency service
- Title VI Plan
- Indirect Cost Allocation Plan (if applicable)
- Transportation Section Org Chart

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.

Other Contract Requirements

- ▶ Click the agreement button on each exhibit page.
- ▶ MPD finance not your financial contact for Transit funding. Please contact program manager, see Exhibit B.

EXHIBIT H NONTRIBAL

EXHIBIT H LANGUAGE MODIFICATIONS Federally Recognized Tribes

Exhibit H does not apply to this Grant Agreement.

I certify that I have read and understand this page.*

Insurance – Exhibit G

- ▶ Workman’s Compensation has been added as an insurance requirement.
- ▶ Contact ADOT Safety and Risk if you have any questions:
602-712-7744

3. Workers’ Compensation and Employers’ Liability (AS APPLICABLE)

Workers’ Compensation

Statutory Limits

Employers’ Liability

Each Accident	\$500,000
Disease – Each Employee	\$500,000
Disease – Policy Limit	\$1,000,000

- The policy shall contain a waiver of subrogation endorsement in favor of the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the SUBRECIPIENT
- This requirement shall not apply to a SUBRECIPIENT or subcontractor exempt under A.R.S. § 23-901, if such SUBRECIPIENT or subcontractor executes the [ADOT Workers’ Compensation Waiver for Sole Proprietors and Independent Contractors form](#).

FTA Certifications and Assurances

- Published annually by FTA.
- Not typically available when the application round is open.
- Must be signed prior to execution of the grant agreement.
- Must include a signature of an attorney.

Application Requirements

- All applicants must have a valid DUNS number issued by Dunn and Bradstreet.
- All applicants must be 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.

Vendor Number

- ▶ Vendor numbers have been updated as ADOT made a change. All MPO / COG's have been converted.
- ▶ Address code tells ADOT where to send money. If there is any change to your billing, please let ADOT know and update your address code with us.

Arizona Department of Transportation Civil Rights Office



2020-2022

Important Facts

- MPOs and COGs have different requirements than non-profits and different deadlines to comply with Civil Rights
- All current MPO and COG Civil Rights plans have been accepted by CRO
- Updated Civil Rights plans due August 1st every year
- Sub-recipient agencies' Civil Rights requirements are due at the time of application

Contact Us

ADOT Civil Rights Office

206 S. 17th Ave., Room 183

Phoenix, AZ 85007

602.712.8946

CivilRightsOffice@azdot.gov

Lucy Schrader

External Civil Rights Programs Administrator

Krystal Smith

ADA Program Manager

Felicia Beltran

Title VI Program Manager

Joanna Lucero

Civil Rights Program Coordinator

COG/MPO Liaison

5310 Application Overview

Application Evaluation Process

- Must demonstrate benefit to Seniors and Individuals with Disabilities.
- The applications are ranked by the following criteria:
 - Met project threshold criteria
 - Agency is certified and verified as an eligible applicant
 - 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

Mobility Manager Activities

- ▶ All MM activities are to be applied for during this application cycle
- ▶ MMs should only apply under Regional Mobility Management
- ▶ Other Mobility Management is for non-COG/MPO applicants

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Questions?