

Frequently Asked Questions – 2020 5311 Guidebook and E-grants Application

Issued 2/6/2020

Applications due February 20, 2020 at 3:00 PM (NO EXTENSIONS!)

Questions	Response
Does ADOT need to approve new bus requests before I acquire a build sheet?	No. The build sheet will need to be included in the application.
Is there a minimum dollar amount we must meet for capital requests in our budget?	There is no minimum dollar amount needed for capital requests. You need to include all capital requests that you would like to have considered in your application for the 2-year grant period.
Does my organization need to use Internet Explorer to access E-Grants?	No. E-grants works with Internet Explorer and Google Chrome, however, the Print Version currently does not work on the Google Chrome browser.
My organization would like to request a vehicle for an expansion route we would like to operate. What does ADOT need to be provided to justify the expansion route and vehicle?	ADOT will need to be provided documentation as a current short range transit plan, ridership survey feedback, Transit Advisory Committee feedback, etc. to demonstrate the support and demand for the expansion route.
I won't have my grant agreement signed until after the application is due. Am I able to still send it after the application has been submitted?	Yes. Prior to submitting your application upload a statement on the "Upload" page under "Signature Page For Grant Agreement" with a statement identifying the date that the grant agreement will be signed.
My organization contracts out the operation of our transit system. Do we need to carry insurance for the vehicles we contract out for that service?	Both you and your contractor must insure the vehicles. You are required to annually provide proof of insurance including endorsements for the vehicles to ADOT Risk Management at MLB_MPD@azdot.gov . Please refer to your Exhibit G for further details regarding the insurance requirements.
Can my organization elect to charge the 10% de minimus rate in the application?	If you have not received a negotiated indirect cost rate in the past and you are not a local government that receives more than \$35 million in direct Federal funding, you may use the minimus rate of 10% for you modified total direct costs. Your organization must develop cost allocation plan which supports the allocation of your modified total direct costs. You must maintain your cost allocation plan and supporting documents for audit and may be required to submit to ADOT.
On the Local Match page, does all in-kind need to be listed or can it be updated later in the two year grant cycle?	All in-kind match that you plan to use during the two year grant cycle must be identified. You will not be given the opportunity outside of the

	application process to include any new in-kind match.
Do I need to update the resolution we used to apply for 5311 funding in the last two grant cycle or can I use the same one for this year?	There is no state or federal requirement for a resolution as that would be up to the local jurisdiction to determine what is required locally. Each applicant must ensure whoever signs the agreement has the authority to do so. Please refer to your grant agreement thoroughly for further details as the guidebook only provides a general overview of the agreement.
I am unable to see my grant agreement pages to print. What do I do?	If the Grant Agreement / Exhibits PDF link does not work. You will need to open and save all the forms in the Agreement section on the forms menu. The print version is available after the form is saved.
Do I need to hold a public meeting in order to apply for the grant?	It is required that you allow an opportunity for the public and private providers to participate in the decision making process prior to submitting your application. Also, you must maintain opportunities for public involvement throughout the transportation planning and programming process. See pages 36-37 for the public notice requirements.

Tip: Use the **print function** when preparing the signature pages and the attorney determination pages of the application. It prints better than the web version.