

# Section 5310 Grant Implementation Workshop



Arizona Department of Transportation  
Multimodal Planning Division  
Transit Unit  
September 24, 2020

# **Welcome & Introduction**

**Jill Dusenberry,  
ADOT MPD Transit Group Manager**

# Title VI Notice to the Public



## ADOT'S NONDISCRIMINATION NOTICE TO THE PUBLIC

The Arizona Department of Transportation (ADOT) hereby gives public notice that it is the Agency's policy to assure full compliance with Title VI of the Civil Rights Act of 1964, Title II of the Americans with Disabilities Act of 1990 (ADA), and other related authorities in all of its programs and activities.

ADOT's Title VI and ADA Programs require that no person shall, on the grounds of race, color, national origin, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity.

Any person, who believes his/her Title VI or ADA rights have been violated, may file a complaint. Any such complaint must be in writing and filed with the ADOT Civil Rights Office within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. For additional information about ADOT's Civil Rights programs and the procedures to file a complaint contact ADOT Civil Rights Office via the information listed below:

## AVISO PÚBLICO DE LA LEY DE NO-DISCRIMINACIÓN DE ADOT

El Departamento de Transporte del Estado de Arizona (ADOT) informa al público que esta agencia tiene como regla asegurar el cumplimiento total del Título VI de la Ley de los Derechos Civiles de 1964, del Título II de la Ley de ciudadanos Americanos con Discapacidades de 1990 (ADA) y otras normas relacionadas con todos sus programas y actividades.

Los programas del Título VI y ADA de ADOT exigen que a ninguna persona se le excluya de participar, se le nieguen beneficios o de ninguna otra manera sea sujeta a discriminación en ningún programa o actividad de ADOT por motivo de raza, color, país de origen, o discapacidad.

Cualquier persona que crea que se han violado sus derechos bajo el Título VI o el ADA, puede presentar una queja. Esta queja debe presentarse por escrito a la Oficina de Derechos Civiles de ADOT dentro de ciento ochenta (180) días a partir de la fecha en que se alega que ocurrió la discriminación. Para recibir más información sobre los programas de Derechos Civiles de ADOT y los procedimientos para presentar una queja, por favor póngase en contacto con la Oficina de Derechos Civiles de ADOT a través la información que aparece abajo:

**FELICIA BELTRAN**  
TITLE VI NONDISCRIMINATION  
PROGRAM COORDINATOR  
FBELTRAN@AZDOT.GOV

**KRYSTAL SMITH**  
ADA/NONDISCRIMINATION  
PROGRAM COORDINATOR  
KSMITH2@AZDOT.GOV

**ADOT Civil Rights Office**  
206 S. 17th Avenue, Mail Drop 133-A  
Phoenix, AZ 85007  
602.712.8946  
602.239.6257 FAX  
azdot.gov

# MPD Transit Team

## Administration

Jill Dusenberry – Transit Group Manager

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

## 5311

Aubree Perry  
Sara Allred

## State Safety Oversight

Brian Brinkley

## 5310

Sara Allred  
Lindsay Post

## Program Support

Edmund Shepard – Vehicles Management Analyst

Ann Cochran – Program Analyst

Diane Ohde – Transit Grants Business Analyst Consultant

Sarah Wuertz – Contract Specialist / RTAP Administrator

# Agenda

- News and Updates
- Regional Coordination
- Annual Funding Information
- Year 2 of our first 2-year cycle
- Reimbursements and Contract Reporting
- Vehicles
- Other Announcements

# News and Updates

- HOPE and Wellness Connections in Southern Arizona
- Quality Connections received two new vehicles this round
- Congratulations to Stephanie Leonard who is retiring from New Horizons Center for People with Special Needs in Lake Havasu City - Thank you for your 16 years of service!
  - Good Luck to Kyla Diaz in her new role at New Horizons!

# Special Request

- Please focus on your Egrants profile this year
- Deactivate former employees
- Revisit roles in Egrants and update your list if needed
- If the Organization Administrator needs to be changed, contact your program manager

# 5310 Program Overview

The 5310 program “makes federal resources available to improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options.”

- Federal Transit Administration

- Formula funding from the FTA goes to Direct Recipients
  - State Transit Agencies, Local Governments, Public Transit Authorities, Tribes
- Direct Recipients have flexibility in how they select subrecipients for funding
- ADOT selects subrecipient projects based on a competitive application process

# Major Responsibilities

## Regional Mobility Manager

- Develop and Maintain Regional Coordinated Transit plan
- Minimum quarterly regional coordinating council
- Establish coordination goals and objectives
- Prioritize regional project funding recommendations
- Provide regional technical assistance
- Participate in statewide planning activities
- Build relationships and identify regional stakeholders

## ADOT

- FTA Direct Recipient
- Technical Assistance
- Contract Administration
- Process Reimbursement
- Program Oversight
  - Site Visits
  - Asset Management
  - Audits
  - Procurement

## Subrecipient

- Submit 5310 application
- Maintain ADOT-funded equipment
- Participate in regional coordination
- On-time reimbursement
- Maintain accurate financial, operating, and maintenance records
- Maintain adequate insurance on awarded equipment
- Ensure activities and vehicles are meeting the program purposes

# Regional Coordination

All applicants must participate in regional coordination efforts and must be included in the Regional Coordinated Plan for every region the agency hopes to be funded in



# Regional Coordinated Plan

- More local control than statewide
- Improves accuracy
- Minimizes duplicative service
- Must participate for required amount of time before being eligible for funding
- Annual Prioritization List update still required
- Supplemental Preventive Maintenance has been included in all regional plans

# Moving between regions

- New/added office
- Acquisition of another nonprofit agency
- Reach out to mobility manager in new region & ADOT PM
- What do I do if I need to move a vehicle to a new region?

# Working in Multiple Regions

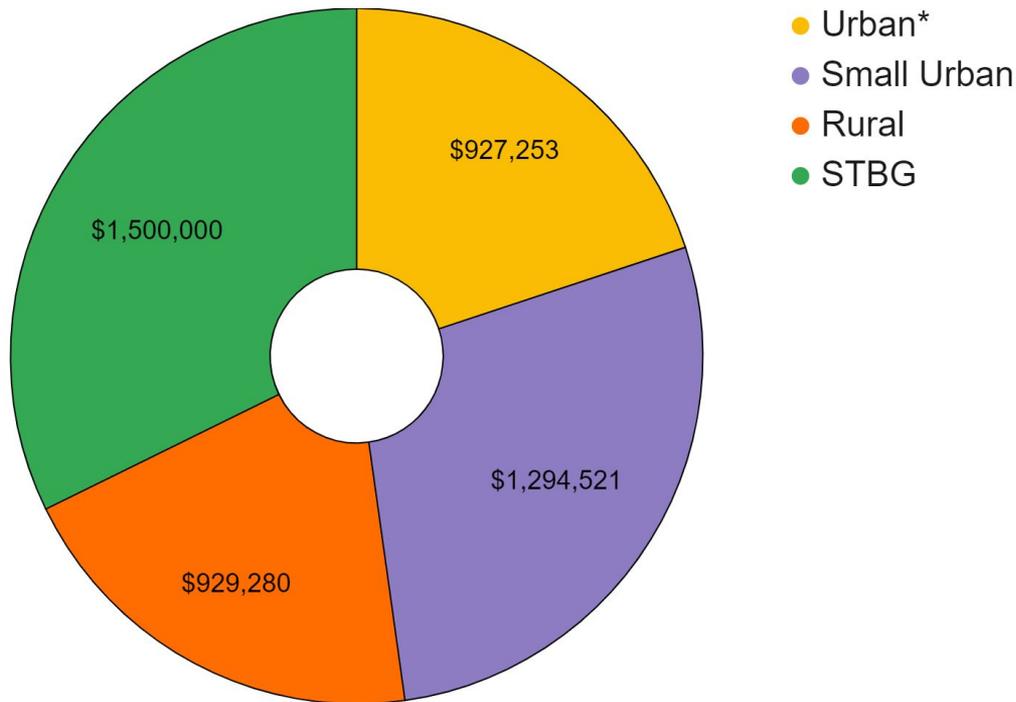
- Agencies serving on the border of two regions or two fund areas
- Generally have more Operating funds available in small urban
- More capital is available in Rural
- Use service location strategically when programming funds

# 5310 Funding Overview

- Arizona Apportionment from the Federal Transit Administration
  - Small Urban Formula Apportionment
  - Rural Formula Apportionment
  - Urban Formula Apportionment (Tucson only)
- Rural Surface Transportation Block Grant (STBG) Apportionment
- No State funds are available for transit initiatives

# 2020 Arizona 5310 Apportionment

Total: \$4,651,054



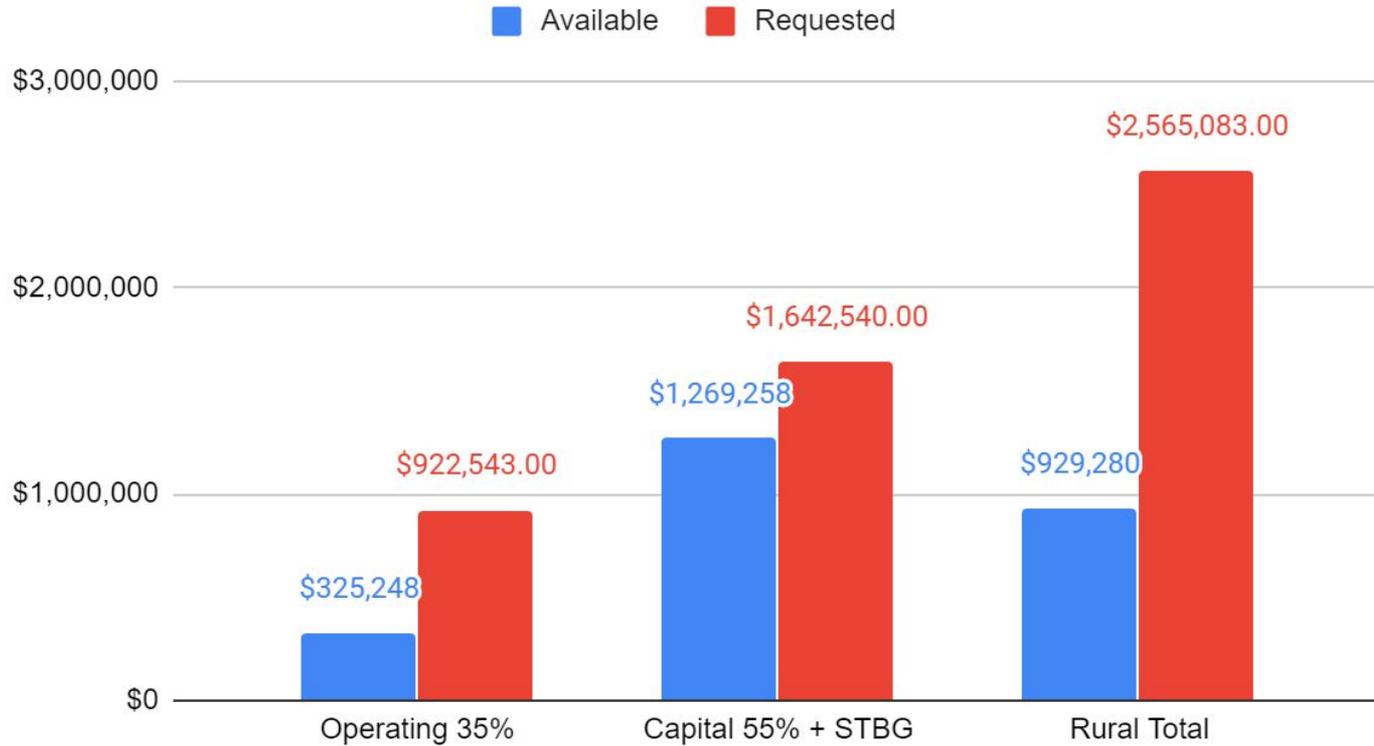
**\*Does not include the MAG region.**

[https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/funding/apportionments/147171/fy-2020-full-year-apportionment-table-8-section-5310-enhanced-mobility-seniors-and-pwd\\_1.xlsx](https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/funding/apportionments/147171/fy-2020-full-year-apportionment-table-8-section-5310-enhanced-mobility-seniors-and-pwd_1.xlsx)

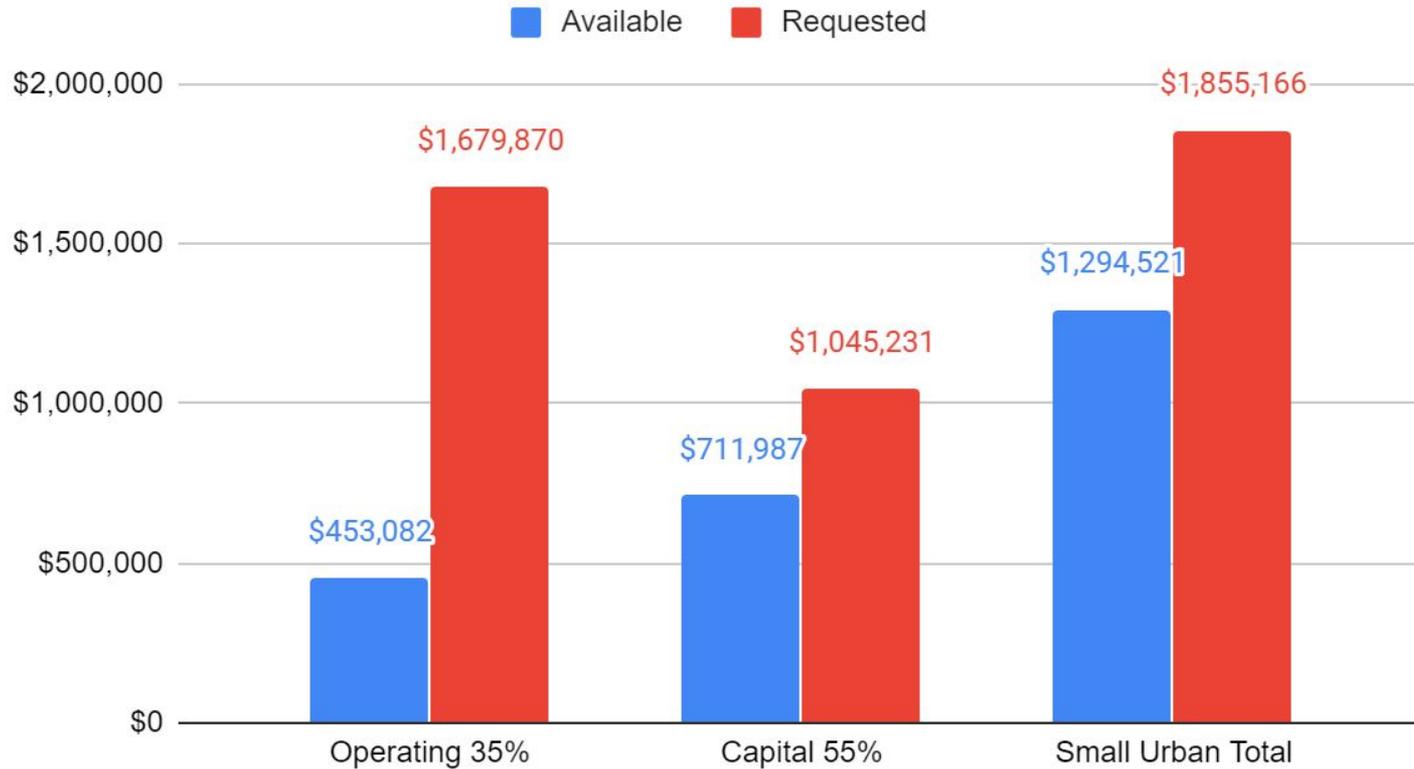
# Funding Categories

- Capital / Mobility Management - Minimum 55%
  - No Maximum
- Operations - Maximum 35%
- State Administration – 10%

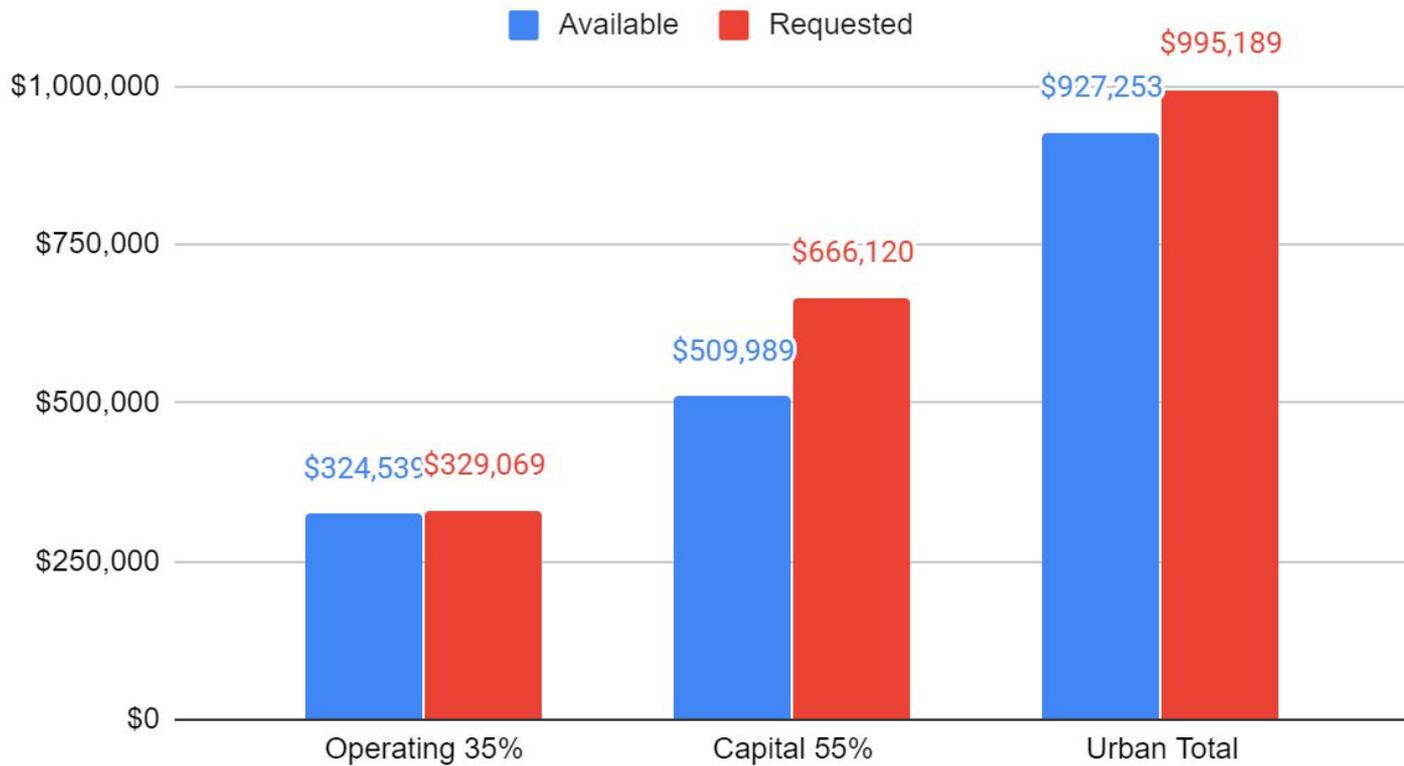
## Rural + STBG



## Small Urban



# Urban



# Supplemental Funding and Availability

- Many agencies have already received some or all of their awarded supplemental preventive maintenance in Egrants
- Remaining funds will be available for reimbursement in Egrants starting October 1st
- Exhibit A Documents will be updated to reflect latest award information
  - Egrants Application > Forms Menu > Exhibit A

# Supplemental Funding and Availability

- Funds made available starting 10/1/2019 - 9/30/2021
- Preventive Maintenance funds will not be swept after November 15th
- Meal Delivery allowable through January 20 , 2021
- Funds not expended by 9/30/2021 will still count against you in future funding; report changes to budget to program manager

# Year 2

- Year 1, 2019 —Application and new contract
- Year 2, 2020
  - ADOT and subrecipients held budget meetings to determine continued need and discuss performance and budget
  - All subrecipients have submitted a self-certification for Title VI
  - Update Certifications and Assurances
  - Modified Exhibit A and signature

# Grant Management Requirements

- Reimbursement Requests through Egrants
- Contract Reporting through the LPA Portal
- Asset Management
  - Insurance Requirements
  - Vehicle Maintenance and Inspections
- Performance Reporting and Records Management

# Reimbursement Requests

- Egrants reimbursement must occur monthly or quarterly
- May only request reimbursement for eligible activities approved during the application
  - For eligibility questions, contact your program manager
- Failure to bill ADOT may impact future award eligibility

# Reimbursement Requests

## Back up Documentation

- Should be clear and tie to the reimbursement line item
- Employees who are not 90-100% dedicated to transit must document for hourly reimbursement from the grant
- Report from general ledger or similar accounting system preferred; Microsoft Excel or similarly produced reports acceptable
  - Receipts WILL be required

# Reimbursement Requests

## Indirect Costs & ICAP

**Indirect Costs** – Indirect costs may only be reimbursed based on a current, approved Indirect Cost Allocation Plan

- Indirect Cost Allocation Plan
  - Must be certified by ADOT, FTA or a Cognizant Federal agency
- Approaching application cycle - please be sure to update this if there are any changes or if your agency is adopting an ICAP plan for the first time

# 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/>

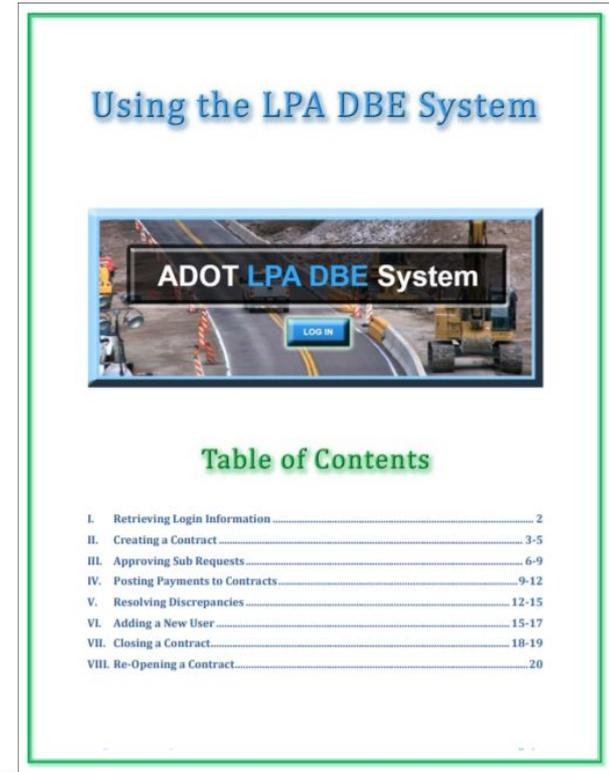
I Agree\*

# Contract Reporting Guidance

Use LPA Reporting Guide for assistance

*“I still follow this step-by-step each time I walk an agency through this process. I can never remember the steps and if you follow this guide, you can get through most required tasks”*

- Aubree Perry, 5311 Program Manager, a few days ago



# To Report or Not to Report?

## Report

- ✓ Fuel Purchases
- ✓ Parts Purchases
- ✓ Maintenance Services
- ✓ Office Supplies

## Do not Report

- Utilities
- Salaries
- Internal Payments
- Local Match Payment for ADOT Procured Vehicles

# 5310 Goals: LPA Contract Reporting

By October 15th:

Enter at least one contract into the system

Enter payments for April -September (Can be done as 1 payment rather than monthly).

Goal to report at least every six months.

Goal to enter all contracts by March 2021.

# Vehicle Responsibilities

- Maintain adequate insurance and provide proof to ADOT
- Written Vehicle Maintenance Plans
  - Documented Preventive Maintenance
  - Two examples on our website; more available in online searches
- Vehicle Inspection Process
- Vehicle Inventory
- Disposition

# Insurance Requirements

- Refer to Exhibit G in your Grant Agreement
- Please send your Certificate of Insurance (COI) along with all necessary Endorsements to [MLB\\_MPD@azdot.gov](mailto:MLB_MPD@azdot.gov)
- If you contract out the operation of your vehicles, you along with your contractor must follow the insurance requirements.
- Contact Ann Cochran with any other insurance issues - [ACochran@azdot.gov](mailto:ACochran@azdot.gov)

# Insurance Requirement – Exhibit G

## EXHIBIT G INSURANCE

EXHIBIT G  
INSURANCE (RISK MANAGEMENT) REQUIREMENTS  
(EFFECTIVE 9/01/2018)

### INSURANCE REQUIREMENTS

The SUBRECIPIENT and/or any subcontractor shall procure and maintain, until all of their obligations have been discharged, including any warranty periods under the Agreement, insurance against claims for injury to persons or damage to property arising from, or in connection with, the performance of the work hereunder by the SUBRECIPIENT, its agents, representatives, employees and/or subcontractors.

The Insurance Requirements herein are **minimum** requirements for the Agreement and in no way limit the indemnity covenants contained in the Agreement. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the SUBRECIPIENT from liabilities that arise out of the performance of work under the Agreement by the SUBRECIPIENT, its agents, representatives, employees and/or subcontractors, and the SUBRECIPIENT is free to purchase additional insurance.

#### A. **MINIMUM SCOPE AND LIMITS OF INSURANCE**

The SUBRECIPIENT shall provide coverage with limits of liability not less than those stated below. Deductible(s), Self Insurance, and Self-Insured Retention (SIR) amounts are subject to review and approval by ADOT Safety and Risk Management.

##### 1. Commercial Automobile Liability and Physical Damage Coverage

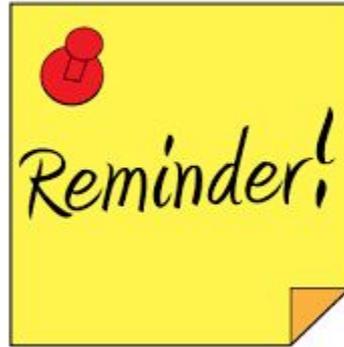
The policy shall contain Bodily Injury and Property Damage coverage for any owned, leased, hired, and/or non-owned vehicles used in the performance of the Agreement.

##### Combined Single Limit Auto Liability (CSL)

\$1,000,000	Vehicles carrying four (4) or fewer passengers
\$2,000,000	Vehicles carrying five (5) up to fifteen (15) passengers

# Insurance Deadline Reminders

- Before your current policy expires
- Before you receive your new vehicle



# Accident Reporting

- Report accident within 48 hours to the ADOT Program Manager and the MPD Finance & Administration Manager electronically via email. (*See exhibit titled Program Description and Communications and Contact Information*)

## **An Accident is Reportable if:**

- There was an injury caused by the accident
- The vehicle is towed from the scene
- Repairs from the accident take the vehicle out of service more than 24 hours

# Accident Reporting - Total Loss

- Still report within 48 hours
- Provide within 10 days:
  - Exhibit A with vehicle highlighted
    - If you cannot locate, we need Year, Make, Model
  - VIN
  - Mileage at accident
  - Accident Report
  - Correspondence from Insurance Company



# What is “State of Good Repair?”

In general, “State of Good Repair” is the ability to maintain assets in a well-performed condition to provide efficient, reliable and safe service.

# State of Good Repair

- Transit Asset Management Practices must preserve and expand transit investments
- Well Maintained and reliable infrastructure are required
- All the parts that were there originally are still there and in working order
- A sale or transfer of vehicles will prompt an inspection that includes quotes for repairs

# Useful Life of a Vehicle

- Cutaway Bus with Lift: 10 years and/or 400,000 miles
- Minibus: 10 years and/or 200,000 miles (<14 passengers)
- Maxivan No Lift: 8 years and/or 100,000 miles (12 passengers)
- Maxivan with Lift: 8 years and/or 100,000 miles
- Minivan With Ramp: 10 years and/or 100,000 miles
- Minivan No Ramp: 8 years and/or 100,000 miles (7 passengers)
- Suburban or SUV: 8 years and/or 100,000 miles
- Crew Cab Trucks: 8 years and/or 100,000 miles

# Vehicle Maintenance Plans

- Maintenance Plans should include:
  - Asset Inventory
  - At least the manufacturer's recommended maintenance schedule
    - Each vehicle type's intervals listed specifically
  - Maintenance schedule for accessibility equipment
- Maintenance Plans must be included in application

# Vehicle Maintenance Schedule

- Sub-recipients with ADOT awarded vehicles must abide by the vehicle maintenance schedule for as long as the vehicle is in use
- Sub-recipient agencies are required to maintain the accessible features of the vehicle to ensure they remain accessible and usable for individuals with disabilities at all times
  - Accessibility features must be repaired promptly if they are damaged or out of order

# Track Service and Intervals

Date	Mileage	Interval mileage
Bus 9		
3/22/2017	211,470	3,018
2/22/2017	208,452	3,161
1/23/2017	205,291	2,858
12/29/2016	202,433	2,824
4/20/2016	199,609	3,088
3/22/2016	196,521	

Date	Mileage	Interval mileage
Bus 18		
12/21/2016	334,727	5,341
11/1/2016	329,386	5,216
9/8/2016	324,170	5,055
6/9/2016	319,115	5,284
2/1/2016	313,831	11,033
2/20/2016	302,798	
2/1/2016		

Date	Mileage	Interval mileage
Bus 26		
2/25/2017	52,759	6,195
12/12/2016	46,564	5,353
10/3/2016	41,211	5,036
7/13/2016	36,175	3,076
6/22/2016	33,099	4,842
5/16/2016	28,257	5,156
4/8/2016	23,101	5,691
2/26/2016	17,410	4,512
1/25/2016	12,898	4,853

# Maintenance Schedule Sample

## 644 MAINTENANCE SCHEDULES

### Maintenance Chart

Refer to the Maintenance Schedules on the following pages for the required maintenance intervals.

Mileage or time passed (whichever comes first)	20,000	30,000	40,000	50,000	60,000	70,000	80,000	90,000	100,000	110,000	120,000	130,000	140,000	150,000
Or Years:	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Or Kilometers:	32,000	48,000	64,000	80,000	96,000	112,000	128,000	144,000	160,000	176,000	192,000	208,000	224,000	240,000
<b>Additional Inspections</b>														
Inspect the CV joints.		X			X			X			X			X
Inspect front suspension, tie rod ends, boot seals, and replace if necessary.	X		X		X		X		X		X		X	
Inspect the brake linings, parking brake function.	X		X		X		X		X		X		X	

# What to Include at Each Interval

## Required Maintenance Intervals.

Refer to the maintenance schedules on the following page for the required maintenance intervals.

### At Every Oil Change Interval As Indicated By Oil Change Indicator System:

- Change oil and filter.
- Rotate the tires. **Rotate at the first sign of irregular wear, even if it occurs before the oil indicator system turns on.**
- Inspect battery and clean and tighten terminals as required.

### At Every Oil Change Interval As Indicated By Oil Change Indicator System:

- Inspect automatic transmission fluid if equipped with dipstick.
- Inspect brake pads, shoes, rotors, drums, hoses and park brake.
- Inspect engine cooling system protection and hoses.
- Inspect exhaust system.
- Inspect engine air cleaner if using in dusty or off-road conditions.

# Inspections



42-0102 R04/19 azdot.gov

## VEHICLE INSPECTION FORM for 5310 Mobility Management Funded Vehicles

SEE PAGE 2 FOR INSTRUCTIONS  
Ok = Satisfactory NR = Needs Repair

Clear

Agency Name (Vehicle Owner)	Mileage	Inspector Initials For Mileage	Inspection Date
Bus No.:	License Plate #:	VIN:	
Complete Inspection and Check Pass or Fail.			
PASS <input type="checkbox"/> FAIL <input type="checkbox"/>			
Inspection Company:	Manufacturer:	Model:	
Inspector Name:	Year:	Lift / Ramp <input type="checkbox"/> Yes <input type="checkbox"/> No	
Inspector Signature:			

BRAKES	OK	NR	ENGINE COMPARTMENT	OK	NR
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Edmund Shepard - Vehicle Management Analyst  
602-712-8631 or [eshepard2@azdot.gov](mailto:eshepard2@azdot.gov)

# Vehicle Purchasing Titles / Liens

- Vehicle purchases are conducted by ADOT
- Vehicles are titled in the name of the Sub-recipient
- ADOT holds lien on all vehicles in the amount of the federal share of the equipment cost
- The vehicle lien remains in effect through the useful life of the vehicle and for as long as in 5310 service

# SUV



- Ford Expedition currently replacing Suburban
- Cloth or vinyl
- 4x4 or 4x2

# Chevrolet 12 Passenger Maxivan No lift



## Additional Options Available

- 155" wheel base
- Vinyl or cloth seats
- Molded assist steps
- Carpeted or rubberized flooring
- Remote keyless entry
- 6.0L V-8

# Ford Transit Works



## Additional Options Available

- Armrests
- Rear Galley Reclining seats
- Vinyl cloth leathermate (seat cover)
- 37' lift platform (larger capacity)
  - 1000 pound capacity (adds \$1600)
- 35' lift platform w/ 800lb capacity
  - can add 1000lb capacity platform

# Minivan with Ramp



## Additional Options Available

- You-Connect hands free
- Rear parking assist
- Back up camera and Navigation
- Seat belt extenders
- Vinyl seats

# Minivan No Ramp



## Additional Options Available

- Second Row stow-and-go bucket or cloth low back bucket seats
- Power 8-way driver seat with lumbar adjust

# Narrow Body Cutaway – 9 Passenger



## Additional Options Available

- Heavy duty running board, driver side
- A/C upgrade
- Heating upgrade
- Driver seat upgrade

# Cutaway with Lift – 14 Passenger

## Additional Options Available

- Vehicle length to 22'
- Heavy duty running board driver side
- A/C upgrade
- Heating upgrade
- Overhead luggage rack
- Seat belt on lift
- Upgraded driver seat



# Vehicle Acquisition

- Vendor Contract Updates
- Local Match Due: Within 30 days of invoice
- If we don't receive match by end of December, we may not be able to order

## Permanent Fleet Registration



As an alternative to maintaining individual registrations that expire at different times of the year, anyone owning two or more vehicles is eligible for a permanent fleet registration account. The registration for all vehicles in the permanent fleet account will have the same expiration date. Payment for permanent fleet registration fees are required annually.

### Permanent Fleet Postage Fees

Permanent Fleet vehicles will now pay the postage fee for each vehicle when renewing their Perm Fleet account. This was implemented with the new system update and affects all pending and future renewals.

If you have questions regarding Permanent Fleet Registration, you may email us at [MVDFSU@azdot.gov](mailto:MVDFSU@azdot.gov) or call 602.712.8809.

#### ⊕ Who is eligible?

#### ⊖ What are the benefits?

- Registration is paid for all vehicles in the fleet at the same time each year with a single payment.
- You choose the expiration month (month of payment) that best suits your finances.
- One PERM (permanent) tab and a permanent registration card issued per vehicle, which is not replaced at the time of registration renewal.
- One registration is initially issued per vehicle as usual, but is not replaced each year.
- You pay your annual fees, and the process is complete.

# Fleet Registration Option

ADOT website:

<https://azdot.gov/motor-vehicles/vehicle-services/vehicle-registration/permanent-fleet-registration>

Contact at Permanent Fleet Registration:

[MVDFSU@azdot.gov](mailto:MVDFSU@azdot.gov)

602.712.8809

# Vehicle Disposition

- ADOT must approve all vehicle dispositions
- Three quotes for estimated will be provided to ADOT for approval prior to sale
- Proceeds exceeding \$5,000 must be reimbursed to ADOT
  - Revenue from the sale of property must be reinvested in the transit program for the same purpose
- Biggest challenge – ~~lien release~~



# Vehicle Information Form - Disposals

## VEHICLE INFORMATION FORM

(Date of Request)

ADOT Multimodal Planning Division  
206 S. 17th Ave. MD 310B, Room 340  
Phoenix, AZ 85007

Dear (ADOT Program Manager)

In the section below, I am including the information needed to facilitate this transaction.

Agency Name:

Requested Method of Disposition

For Coordination Purposes	
Select all that apply to this vehicle	
Bike Rack	<input type="checkbox"/>
Ramp or Lift	<input type="checkbox"/>
Farebox	<input type="checkbox"/>
Under Warranty	<input type="checkbox"/>
# of Securement Areas	
# of Seats	
Fuel Type	

ADOT Identified Vehicle Type (e.g. cutaway with lift)	Vehicle Make and Model	Vehicle Model Year	Current Vehicle Mileage	Delivery Date/ Date Put into Service	Date removed from Service	VIN Number	Original Purchase Cost with Identified Federal/ Local Match Ratios	Original Funding Year (Year of Award/ Agreement)	Original Agreement Number

Briefly describe the condition of the vehicle(s) to include dents, dings, scratches, mechanical failures, etc.

We request vehicle transfer or disposition because

If you have any questions, please contact

# Vehicle Disposition

<https://azdot.gov/planning/transit-programs-and-grants>

- The form was created to help streamline process
- Complete form and include any supporting documentation in an email to your ADOT PM

Home » Planning » Transit Programs and Grants » Program Handbooks, Applications and Awards

## Program Handbooks, Applications and Awards

Overview 5310 Enhanced Mobility of Seniors and Individuals with Disabilities  
5311 Rural Public Transportation Program Rural Transit Assistance Program (RTAP)  
State Safety Oversight **Program Handbooks, Applications and Awards** Contact Us

### Announcements

[2019 Applications for 5307/5339 Now Open](#)

### Transit Asset Management

- [ADOT Transit Asset Management Group Plan](#) - October 1, 2018
- [Sample Vehicle Maintenance Plan 1](#) - February 22, 2019
- [Sample Vehicle Maintenance Plan 2](#) - February 22, 2019
- [Vehicle Disposal Request Form](#)

# *Life in the Times of COVID*

Using Preventive Maintenance for COVID-19 related expenses

All PM funds can be used for these costs

- Barriers
- Cleaning
- PPE

# 5310 Guidebook

- Updates coming with new guidebook
- Need contact updates for mobility managers
- What would be helpful for you to see?

# ADOT Audits

- ADOT Audit and Analysis group is conducting separate audits of any agency under contract with ADOT
  - Expect notification by email with follow-up call from auditor
  - Entrance Conference Call with audit and transit staff
- Financial and administrative
- Due to COVID, site visits are not required
- Please be sure to keep your program manager updated with any audit information you receive

# Performance Report

 ARIZONA DEPARTMENT OF TRANSPORTATION Multimodal Planning Division		
<b>FY 2018 CAPITAL AND OPERATING PERFORMANCE REPORT</b>		
<b>Instructions</b>		
Please provide the performance information for the type of federal grant assistance you are currently receiving from ADOT (operating and/or capital funding). If you have a vehicle(s) on lien or off lien with ADOT, information is to be submitted quarterly under the Capital Performance Report section. Information is to be provided on your entire transportation service for both capital and operating performance information. The form will then calculate the % of service tied to the 5310 program.		
<b>**Fill in non shaded areas ONLY. DO NOT delete the formulas.</b>		
<b>CAPITAL EQUIPMENT - ADOT ON LIEN VEHICLES AND OTHER CAPITAL EQUIPMENT</b>		
Agency Name:		
Reporting Period		
5310 Vehicles Active in Fleet (ADOT)		
Total Vehicles in Fleet		<i>**Enter the total number of vehicles you are operating regardless of funding source.</i>
Total % of service provided with 5310 vehicles	#DIV/0!	

- Due Quarterly
- Ask Mobility Manager for specific requirements
- Helps inform scoring/funding

# Thank you for your Participation!

Any 5310 Program questions can be directed to the 5310 Program Managers,  
Sara Allred at [sallred@azdot.gov](mailto:sallred@azdot.gov) or Lindsay Post at [lpost@azdot.gov](mailto:lpost@azdot.gov)