Frequently Asked Questions 5310 Application-2021

Please submit additional questions to your Mobility Manager or via email to Sara Allred sallred@azdot.gov or Lindsay Post LPost@azdot.gov. These questions were asked during the 5310 Application Workshop or were submitted in Emails to Program Managers.

Q: Will we have to designate that we are applying for CRRSAA funds separately from traditional funds?

A: No. The applicant does not choose which funding they are awarded and so they don't call out which of the two pools of funds (traditional and CRRSAA) separately in the application they are applying for. ADOT anticipates that anyone receiving operating funding will receive a mix of both traditional and CRRSAA funding.

Q. In the current grant cycle, can we use the "operation" funds for insurance and registration due to CRSSA funding?

A: Operating funds can be used to reimburse funds for insurance and registration however, the agency will apply for operating and may not differentiate which funding source CRRSAA vs traditional--ADOT will determine the funding source as the awards are issued.

Q. How many wheelchair tie-downs are there in the Ford Transit Works?

A. The Ford Transit Works is built with 2 mobility device securement positions there are 4 tie downs in each set. All mobility vehicles include appropriate tie downs. If additional tie-downs are needed please submit the request in Other Capital Projects.

Q.Will the "Other Capital Projects" include additional wheelchair tie-downs?

A: Yes, additional tie downs and other ADA equipment can be included in other capital requests. Requests to modify existing vehicles would also be considered under the other capital.

Q: If applying for non-accessible vehicles (non-ADA), do we fill out just one Equivalent Services form?

A: No, be sure that you upload one equivalent service form for EVERY non ADA vehicle requested in your application.

Q. What if you have a fleet AND are requesting a new vehicle?

A: If you need a vehicle and/or have a fleet, answer YES on the project selection page so that the vehicle inventory form populates for you further in the application process.

Q: You mentioned a new Vehicle Inventory Report feature available in the "My Reports" section of my Egrants system. Can we simply upload this in the vehicle inventory page of the application instead of filling the page out?

A: No, unless your vehicle inventory is greater than 50, you are expected to fill out the vehicle inventory form where applicable. The vehicle inventory report will help organize data so that it can be pasted easily into the app. However, if you have not entered the information on the page, ADOT cannot appropriately review the information. If you have an especially large fleet, please ensure that your ADOT procured vehicles are all included on the vehicle inventory page and that vehicles exceeding 50 are uploaded to the upload page.

Q. Do you need to answer Yes to having a fleet of vehicles if just asking for operating funding?

A: If your program uses vehicles owned or leased by your organization for 5310 services, you must select Yes so that the proper forms are populated for you. In the case that your 5310 program uses funds to reimburse the cost of using a contracted operator where the contractor owns and procures the vehicles, you should also say Yes here and simply make a statement on the vehicle inventory page that your contractor owns the fleet of vehicles. If you have a fleet of vehicles that are procured through ADOT or were purchased by the agency for 5310 services, please list your entire fleet.

Q: Does the same response apply for volunteer driver programs? Our program does not have a fleet but we are asking for operating funds to support mileage reimbursement for private vehicles?

A: No, privately owned vehicles do not need to be listed in your vehicle inventory. You may select No here.

Q: Is that only for ADOT vehicles or all vehicles even if they are not ADOT vehicles?

A: If you are requesting vehicles, then please list all vehicles in your current fleet. All vehicles used in 5310 service even if procured on your own, would then be included.

Q: What do you mean by "5310 service"?

A: 5310 service refers to whether the vehicle is being used in the spirit of the program: enhancing mobility for seniors and those with disabilities through passenger transportation. If you are using equipment or operating transport service using funding through the 5310 program, this qualifies as 5310 service for purposes of the program.

Q: So we don't need to include private vehicles, however do we still need to provide information on vehicles leased to use for this program?
A: Yes, if you use leased vehicles to provide your 5310 services, you must say Yes to having a fleet and you must fill out the vehicle inventory page that automatically populates.

Q: Does the vehicle list have pricing as well? If not, how can agencies find out pricing?
A: The vehicle pricing displays on the Summary of Projects form when selecting the different vehicle types.

Q: We have one unit that we asked for a replacement in 2019, however, we have not received the replacement vehicle as of yet due to tribal delays during the pandemic. Do we still record this unit as active?
A: Yes, please! If you have received the VIN number, please list the vehicle in the vehicle inventory.

Q: Can you clarify the difference between Preventative Maintenance and Operating?
A: Preventive Maintenance is defined as: All maintenance costs related to vehicles and non vehicles. Specifically, it is defined as all the activities, supplies, materials, labor, services, and associated costs required to preserve or extend the functionality and serviceability of the asset in a cost effective manner, up to and including the current state of the art for maintaining such an asset. FTA defines Operating Expenses as "Those costs necessary to operate, maintain, and manage a public transportation system. Operating expenses usually include such costs as driver salaries, fuel, and items having a useful life of less than one year."

Q: For preventative maintenance of keeping the vehicle safe, like PPE and disinfection, just want to be sure, we can add time spent by drivers when they disinfect?
A: Yes, the labor towards maintaining and cleaning a vehicle is an eligible cost for Preventive Maintenance funding as it is preserving the vehicle for use.

Q: If I need operating funds for year 1 and year 2, how many projects will I need to apply for?
A: Each year needs its own project request so if you want operating in year 1 and year 2, then they need two operating request projects and separate project pages. Same is true for all of the Capital type requests as well.

Q. If agencies are applying for other foundation grants to fund local matches for a vehicle and they won't know the answer until this summer/fall, should they apply for year 2 vs year 1?
A: Agencies may apply for year 2 only if they don't anticipate need until then. Applying for a project commits your agency to applicable local match funds; declining an award could impact future funding. However, you can only be eligible to receive funding if you apply so include it in the application if you think the need may be there. Notifying ADOT early in the cycle that you will not need a second year award prior to the award being made would not be as detrimental to the process.

Q: How should we enter budget information on the Program Information Page? Is this our transportation/agency budget or applied project budget?
A: The program information page budget is the agency's current budget (2021) either the transportation or agency. It is not your request, it is what you are currently using in your transportation program or agency. In the project-specific pages that will populate for you to fill out, please enter your budget forecast for year 1 on the project request for year 1 and the year 2 budget on your project request for year 2. So if you are asking for operating, then the year one operating budget would be entered on the year 1 project page for operating and so on for year 2. So there are different budgets on different pages of the application asking for different things. Current budget on program information, budget for the program request year on the project page.

Q. If you are in multiple regions and you are asking for operating, PM and vehicles in each it would be 3 projects times the number of regions?
A: Yes, each project type must have a different project. Each region could be a different project or you could apply for one based on which one has the most of the project in that region. Don't forget that each year also requires a different project.

Q. For clarity, for agencies new to the application process and have multiple sites in a given region, they would use the associated site address for the project they are applying for when determining the service area via maps not their main office address. Correct?
A: Yes, please focus your project on the service area rather than the headquarters address.

Q. Can you clarify what determines new applicant versus existing applicant?

A: Existing applications have vehicles and / or projects with ADOT. If your organization is already in the Egrants system, your organization is unlikely to be a new applicant.

Q. For proof of a local match should they just detail the application they are applying for?

A: Yes local match should directly tie to the project specifically applied for. Agencies are expected to provide local match if they apply. THere is no specific proof of local match that is required for a cash match.

Q. Can you clarify what signatures will be required in the application for non-profit agencies?

A: All agencies must sign the grant agreement signature page. All agencies must also sign the attorney determination page. Non-profit organizations may waive the attorney determination by an actual attorney by signing it themselves and stating that they waive the attorney determination. However, the federal certifications and assurances (while not part of the application, but required by grantees) will be issued this month by ADOT and these require an attorney signature for all agencies so this may be an opportunity to combine attorney reviews. ADOT recommends that all agencies have an attorney review the grant agreement prior to submitting.

 Q. If you are getting a board resolution and the meeting is after the due date, that is okay and do you send the resolution after the meeting?

A: Applicants who require board approval, but their board meeting is after the application deadline, may submit the application with their grant agreement listing the date of when the board meeting will be meeting on the grant application signature page.

Q: Can I upload our approved 2019 Title VI plan for this application, and handle edits after the 3/18 window closes? And what is the email to send the Title VI plan?

A: No. Please ensure that you are using the most current Title VI Plan template and that the TItle VI plan has been updated to reflect any organization changes. Please coordinate with the Civil Rights team who can provide guidance to ensure your plan is correct and up to date prior to submitting it to your board for approval. Please reach out to the Civil Rights Team at CivilRightsOffice@azdot.gov for more guidance.

Q. For clarification around ITS and Non -ITS projects... modules for updating equipment that was originally considered ITS equipment ...it would also be considered ITS? Same for modules for equipment originally considered Non-ITS, the modules would be considered non-ITS?
A: If you are thinking that it is an ITS project then please apply for an ITS project with the appropriate plan. You can also coordinate with your mobility manager for all application assistance questions.

Q: How do we make the copy / Paste feature in the Egrants application work if I can't open a second window?
A: EGrants work best if you first do a print version of the application you would like to work with and copy from that to the new application. You can do this by opening the other application, go to the tools feature and then select Print Application. The other option is to open a second browser in order to have a second Egrants application open. We do not recommend having two windows of E-Grants open using the same browser. Make sure to use Internet Explorer on the copy from window and Chrome for the copy to window.
  ● If the Save button is not there, the user probably timed out. We recommended saving at least every ten minutes and not to let the screen sit idle too long.
  ● Opening a second browser may still give you the same error.

Q: Sometimes it seems like there is no SAVE button on a page.
A: If you don't have a SAVE button at the top of all your application pages, there may be an issue. Please make sure you have selected the right projects in the summary page to make sure the right pages populate. Still no SAVE? Reach out to us. The best tip is to use Word to type all your work and use that to copy/paste to avoid time-out issues or problems with saving.