Section 5310 Application Training Session
FFY 2021-2022

Arizona Department of Transportation

Multimodal Planning Division

Transit Unit

February 10th, 2021

February 25th, 2021

MPD Transit Team

Administration
Jill Dusenberry – Transit Group Manager
Sara Allred – Transit Group Asst. Manager and State Transit Planner

5311	**State Safety Oversight**	**5310**
Aubree Perry	Brian Brinkley	Sara Allred
Deb Brunner		Lindsay Post

Program Support
Edmund Shepard – Vehicles Management Analyst
Ann Cochran – Transit Program Specialist
Diane Ohde – Transit Grants Business Analyst Consultant
Sarah Wuertz – Contract Specialist / RTAP Administrator

Agenda

- Introduction
  - 5310 - Coordinated Mobility Program
  - Key Dates
- Title VI Civil Rights and ADA Requirements
- 5310 Application Overview
  - What's New
  - Funding Information
  - Application and Evaluation Process
  - Appeal Process
  - Anticipated Challenges
- 2-Year Application E-Grants Presentation
  - Budgeting and Contracts
  - Regional Coordination Plans
  - E-Grants Application Process

5310 Coordinated Mobility Program

- ADOT MPD 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

5310 Application Overview

Traditional Funding Breakdown

FFY 2021 Funding and FFY 2022 Projection		
Funding Type	**Total Available**	**Maximum Operating Available**
Rural	$873,539	$339,710
Small Urban	$1,225,644	$476,639
Tucson	$858,515	$333,867
Rural STBG	$1,350,000	Not Eligible for Operating

5310 Application Overview

CRRSAA Funding Breakdown

FFY 2021 COVID Relief Funding - CRRSAA Operating Funds Available	
Funding Type	**Total Operating Available**
Rural	$145,120
Small Urban	$202,156
Tucson	$144,803
TOTAL	**$492,079**

ADOT 5310 Key Dates

ADOT Publishes NOFA	February 4th, 2021
5310 Application Opens in E-grants	February 4th, 2021
Application Deadline	**March, 18 – 4:00 pm MST**
Agency time to cure	March 29- April 2, 2021
Preliminary notice of awards	May 2021
Final award (Exhibit A)	September 2021*
Federal Fiscal Year Begins	October 1, 2021
Year 2 Award Confirmation	Spring 2022

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

ADA and Title VI Compliance
5310 Subrecipients

Civil Rights Office

FTA / ADOT Coordination

Federal Transit Administration (FTA)

- Provides stewardship and oversight
- Approves Title VI Programs
- Conducts State Management Reviews
- Provides policy/technical training

ADOT (Primary Recipient of FTA funds)

- Performs required actions under:
  - FTA C 4710.1 (ADA Circular)
  - FTA C 4702.1B (Title VI Circular)
- Submits triennial ADOT Title VI Program to FTA
- Conducts external reviews
- Processes complaints against subrecipients

ADA/Title II

The Americans with Disabilities Act (ADA) of 1990 is a federal civil rights law that protects qualified individuals with disabilities from discrimination and provides for equal access. The ADA, like other civil rights statutes, prohibits the denial of services or benefits on specified discriminatory grounds.

Title II of the ADA covers all programs, services, and activities operated by state and local governments. It applies to all state and local governments, their departments and agencies, and any other agency of state and local governments.

Section 504, Rehabilitation Act of 1973

- Prohibits discrimination on the basis of disability in any program, service, activity, or benefit of a recipients/sub-recipient of Federal financial assistance.

- Many of the responsibilities under Section 504 are similar or identical to those under Title II of the ADA.

ADOT FTA Subrecipients

- Must ensure their services, vehicles, and facilities are accessible to and useable by individuals with disabilities.

- Transit agencies are required to make reasonable modification to policies, practices, and procedures to avoid discrimination and ensure that their programs are accessible.

- Each agency is independently responsible for ADA compliance in their facilities and operations.

ADOT's Oversight

- Ensure sub-recipients are informed of their responsibilities to provide reasonable modifications/accommodations and provide accessibility to their programs, services, and facilities (public rights-of-way)

- Ensure sub-recipients are applying appropriate accessibility standards to all transportation facilities.

- Ensure all complaints filed under Section 504 or the ADA are processed in accordance with established complaint procedures

ADA Policies

- Written policies, procedures, or information regarding the following ADA requirements:

    - Lift vehicle availability
    - Maintenance of accessible features on vehicles
    - Adequate time for vehicles boarding and disembarking
    - Use of portable oxygen/respirator equipment
    - Service Animals
    - Personnel Training

- Civil Rights Office has created a standard template for reference.

See FTA ADA Circular 4710.1

ADA: Service Animals

Reminders

- Individually trained to work or perform tasks for an individual with a disability

- Transit agencies can ask:

  –1. Is the animal a service animal required because of a disability?
  –2. What work or task has the animal been trained to perform?

- You can require the service animal be under the owner's control.

See FTA ADA Circular 4710.1 Section 2.6

ADA: Wheelchairs

Reminders

- If the device fits and meets the definition in § 37.3, you must transport

- Provide a reasonable level of assistance

- ADA Circular resource

See FTA ADA Circular 4710.1 Section 37.3

ADA: Service Denial for Conduct

- May refuse service to individuals with disabilities who engage in:
  - Violent
  - Seriously disruptive
  - Illegal conduct, or
  - Are a direct threat to self or others

- Any situation that disrupts the provision of service should be based on reasonable judgment
  - High threshold for the behavior needs to be more than offensive

See FTA ADA Circular 4710.1 Section 37.5 (h)

ADA: Service Denial for Conduct

Reminders

- The focus is on due process

- Document internally how thresholds were met

- Reasonable terms

- No permanent bans

    - Riders must have opportunity to demonstrate the issue is fixed and resume service

See FTA ADA Circular 4710.1 Section 2.6

ADA Complaint Process

- Complaints

  - ADA Coordinator
  - Advertised to the public
  - Accessible to and usable by individuals with disabilities

- Combining ADA and Title VI Complaint Procedures

  - ADA complaints must be categorized distinctly from Title VI complaints
  - Discrimination Complaint Form (Standard template created for reference)
  - Nondiscrimination Complaint Procedures (Standard template created for reference)
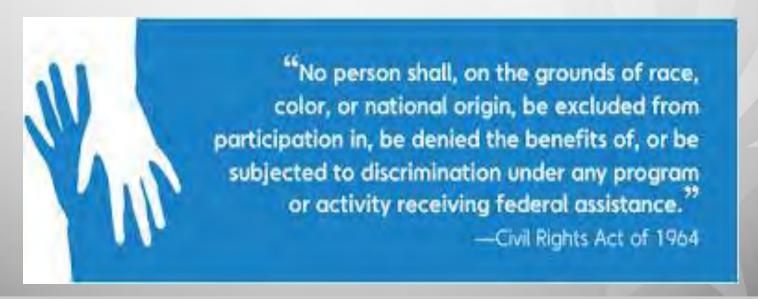
- Recordkeeping

See FTA ADA Circular 4710.1 Section 12.7 for your options

What is Title VI?

Title VI is a federal law that **prohibits** discrimination on the **basis of race, color, or national origin** in federally assisted programs & activities.

The law specifically states:

"No person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance."

—Civil Rights Act of 1964

Guidance on Title VI of the Civil Rights Act of 1964, Limited English Proficiency (LEP) and Environmental Justice (EJ)

- 49 Code of Federal Regulations Part 21
- Executive Order 13166 - Limited English Proficiency (LEP)
- Executive Order 12898 - Environmental Justice (EJ)
- FTA Circular 4702.1B (Title VI and Limited English Proficiency Guidance)
- FTA Circular 4703.1 (EJ Guidance)

Title VI Roles and Responsibilities

ADOT 5310 FTA Subrecipients

- Title VI/ADA Implementation Plan due this upcoming year in 2021
- Title VI/ADA Self-Certification due in 2022 (year after next)
- Collaboration with your MPO or COG agency

Title VI Roles and Responsibilities

A Title VI/ADA Program for submission shall include:

- **Nondiscrimination notice to the public**
- **Nondiscrimination complaint procedures**
- **Discrimination complaint form**
- Title VI/ADA investigations, complaints, or lawsuits Log
- Public Participation Plan
- Limited English Proficiency Plan
- Non-elected Committees Membership Table
- Monitoring for Subrecipient Title VI Compliance
- Title VI Equity Analysis
- Fixed Route Transit Provider Analysis
- Board Approval

Title VI Implementation Plan Template

- Auto Populated Information

- Steps to attach demographic information (Updated with new census website)

- Detailed instructions on each section

- 2019 Title VI/ADA Implementation Plan Webinar Tutorial available here:

- https://azdot.gov/business/civil-rights/title-vi-nondiscrimination-program/fta-funded-programs

Questions & Comments?

Contact Us

ADOT Civil Rights Office

206 S. 17th Ave. MD 155A

Phoenix, AZ 85007

602.712.8946

CivilRightsOffice@azdot.gov

5310 Application Overview

Major Highlights

- Traditional 5310 and CRRSAA (COVID-19 relief) funds are available through one application

- Project Request Forms are now automatically added based on the selections chosen on the project summary form.

- Carry-forward functions have been removed

- Vehicle Inventory Report now available for subrecipient agencies

- Panel review and scoring process Updated

2 Year Application
Regional Coordination Plans

- Applicants must coordinate their project requests with their COG/MPO

- Prioritization list for FY 2021 and FY 2022 included in the plan

- Projects in new areas must be in each coordination plan--Contact MM ASAP.

Mobility Manager contacts are posted to the ADOT website at www.azdot.gov/5310 (MM tab)
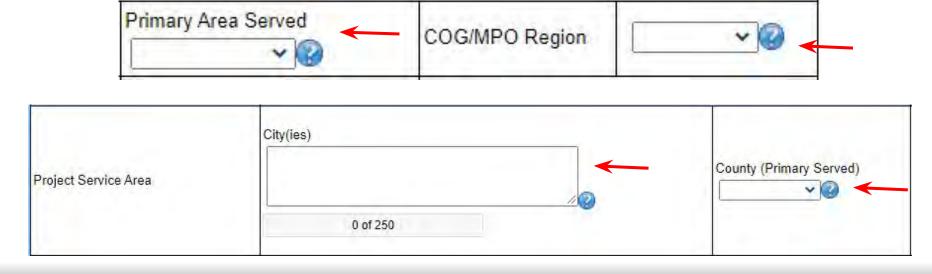
Coordination Plans and Mobility Manager Contacts

*Coordination Partner

Agency Name	Mobility Manager	Phone
Central Arizona Governments (CAG) - *SCMPO	Robert Mawson	480.474.9300
Central Yavapai Metropolitan Planning Organization (CYMPO) - *NACOG	Pedro Rodriquez	928.778.1422
Lake Havasu Metropolitan Planning Organization (LHMPO) - *WACOG	Felicia Mondragon	928.753.1374
Maricopa Association of Governments (MAG)	DeDe Gaisthea	602.254.6300
MetroPlan - *NAIPTA	Estella Hollander	928.679.8959
Northern Arizona Council of Governments (NACOG) - *CYMPO	Tod Morris	928.213.5236
Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA) - *MetroPlan	Estella Hollander	928.679.8959
Pima Association of Governments (PAG)	Genine Sullivan	520.495.1093
Southeastern Arizona Governments Organization (SEAGO) - *SVMPO	Connie Gastelum / Jessica Urrea	520.432.5301 X 2013 / 520.432.5301 X
Sierra Vista Metropolitan Planning Organization (SVMPO) - *SEAGO	Connie Gastelum / Jessica Urrea	520.432.5301 X 2013 / 520.432.5301 X
Sun Corridor Metropolitan Planning Organization (SCMPO) - *CAG	Robert Mawson	480.474.9300
Western Arizona Council of Governments (WACOG) - *LHMPO	Felicia Mondragon	928.753.7374
Yuma Metropolitan Planning Organization (YMPO)	Charles Gutierrez	928.783.8911

Project Selection

- Agencies with regional offices must coordinate- all projects must apply within the same grant application.
- Each project request must align with Coordination Plan
- Projects can cross boundaries, but the 51% rule applies.
- The applicant determines the project size and location

Maps

ADOT Area MAP
links on the project
selection page.

https://www.arcgis.com/home/webmap/view
er.html?webmap=d5b17650855c4a119298aed
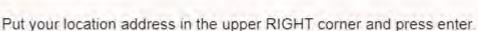4de3b9ccb&extent=-118.4334,29.0647,-102.20
66,38.194

Urban
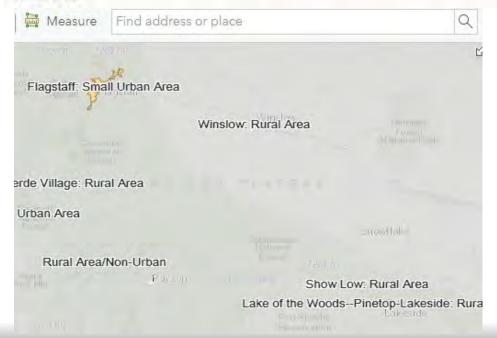Rural
Small Urban

Page Help

Step 1

Identify the area served by County and Urban, Small-Urban, or Rural (Work with COG/MPO to identify or use the following link to the map).

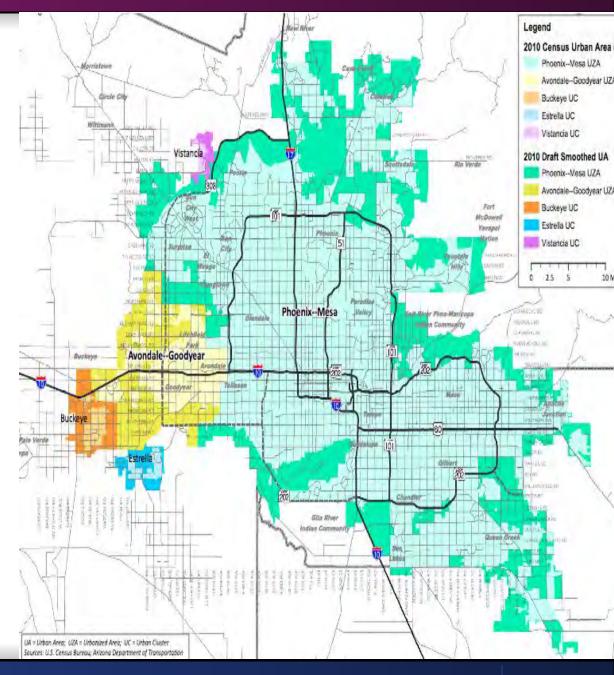Map of Area Types

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

The map will zoom to your location and show which type of area you serve—rural, small urban, or urban. If you are listed as urban cluster, you are in a rural area.

Maps

The Phoenix-Mesa UZA - see MAG for application.

5310 Application Overview

Traditional Funding Breakdown

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Tucson (Urban)	$144,803
TOTAL	**$492,079**

Eligible Applicants

- Private Non-profit Organizations
- State or local government Authority, Tribal Government or related Tribal community agencies
- Public Agencies, such as Council of Governments (COGs) or Metropolitan Planning Organizations (MPOs)
- Operators of Public Transportation
- Private Shared Ride Providers

Eligible Projects

- Vehicles - Procured by ADOT
- Other Capital - ITS and Non-ITS Projects
- Preventive Maintenance
- Mobility Management Projects
- Operating

ADOT   Cutaway with Lift 14 Passenger

Our True North: *Safely Home*

ADOT Base Price: Final price will vary

Additional Options Available

☐ Vehicle length to 22'

☐ Heavy duty running board driver side

☐ A/C upgrade

☐ Heating upgrade

☐ Overhead luggage rack- Both sides

☐ Upgraded driver seat

Many of the previous options are now standard on this vehicle.

4 Wheelchair position are standard on this model

Agency Name:	
Contact Name:	
Phone Number:	
Email Address:	
Date:	
Signature:	
Vehicle Delivery Address:*	

*Must match award location listed in E-Grants.

The list is used for illustrative purposes.

ADOT will confirm the agency's choices as vehicles and pricing are available for the next vehicle purchasing cycle.

5310 Application Overview
Other Capital Projects

- Preventive Maintenance

- Hardware/Software

- Graphics or on board equipment

- ITS vs. Non-ITS projects

- Vehicles should not be requested under this Project Type (See PM for exception if unique vehicles not on list)

- Other Mobility Management should not request under this Project Type

5310 Application Overview
Capital - Preventive Maintenance

- All activities, supplies, materials, labor, services, and associated costs required to preserve or extend the asset in a cost effective manner

- Preventive Maintenance is eligible for the maintenance of vehicles

- PPE, cleaning services, sanitizers and foggers, and barriers are all eligible

Mobility Management

- Travel Training

- One-Click/One-call dispatch centers--ITS Plan Applies

- COGs and MPOs apply for regional mobility management project funding in off-cycle years

5310 Application Overview
Operating Funds

- Services for seniors and individuals with disabilities when public transportation is <u>unavailable</u> or <u>insufficient</u>

  <u>And</u> meet one of the following:

  - Exceed minimum ADA requirements

  - Improve access to fixed route service and decrease reliance on complementary ADA Paratransit service

  - Provide public transportation alternatives that assist our target users

5310 Application Overview
Operating Funds

- ADOT prioritizes operating projects that serve the general public as well as the client base

5310 Application Overview
Operating Funds
Eligible Expenses

- Must be direct project costs

- ADOT allows both operating and administrative costs to be considered direct costs

- Administrative costs eligible only if they support transportation service or mobility management duties

- If administrative costs are indirect (not directly related to the 5310 project) the agency must have an approved ICAP on file with ADOT

5310 Application Overview
Operating Funds

Examples of Eligible Operating Projects	
Mileage Reimbursement of Volunteer Drivers	Fuel
Vehicle Maintenance and Repair Services	Insurance
Materials and Supplies	Labor
Contract or Purchased Transit Services	

Note: Operating projects awarded in this application cycle will be funded using a mix of CRRSAA and Traditional 5310 operating funds; no project will be funded with 100% CRRSAA funding

5310 Application Overview
Local Match Ratios

Local Match Ratios	Maximum Federal Share	Minimum Local Share
Operating	50%	50%
Capital	80-90%	20-10%
Preventive Maintenance	80%	20%
Mobility Management	80%	20%

Match is committed at the time of application

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

- Equipment or space

- Employees of other organizations

- Donated goods and services

5310 Application Overview
In-Kind Match

In-Kind Contributions:

- Must be included in the **Original Application to be Eligible**.

- Are **verifiable** in the sub-recipient's records.

- Are **necessary and reasonable** for proper and efficient in meeting project or program objectives.

- Are **allowable** under the applicable cost principles.

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

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
- Upload the **donation letter** or **Guidebook form** in the application

*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* ***

5310 Application Overview
Application Evaluation Process

- Threshold Review--Agency is certified and verified as an **eligible applicant**

- Must demonstrate benefit to Seniors and Individuals with Disabilities.

- The applications are ranked by the following criteria:

  - Participation in regional coordination activities

  - 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

2-Year Application

Year 1	October 1, 2021 – September 30, 2022
Year 2	October 1, 2022 – September 30, 2023

- Each project should have a Year 1 and a Year 2 request

- Funding allocated for 1 year at a time

- Budget meetings Spring 2022

- Reimbursement of funds in Year 1 impacts award for Year 2

5310 Application 2021
E-Grants Overview

https://egrants.azdot.gov

5310 Application Changes

- Carryforward Not Available

- Other Capital--ITS v. Non-ITS

- New Vehicle Report Available

- New Vehicle Available

- The system will automatically create the Project Request forms for you based on the Summary of Projects and Funding form.

AGATE Help Desk Availability

- If you need assistance with how to complete an action in the system or have problems logging in.

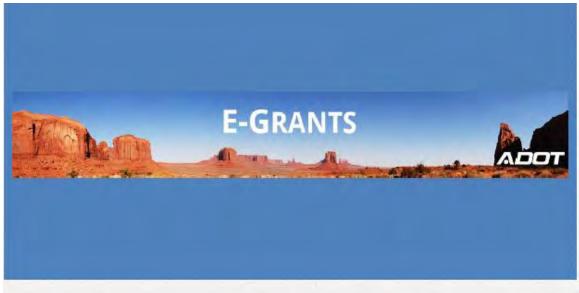**Help Desk Availability**
Hours: Monday thru Friday 8am to 5pm MST
Phone: 1-866-449-1425
Email: azhelpdesk@agatesoftware.com

E-grants User Manual

E-GRANTS

E-Grants Subrecipient's
User Guide

E-Grants Version 6

Arizona Department of Transportation

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 Administrato... email *Notification of Access Approv...*
- Once your organization is registere... ...mit reports and submi...

AGATE Help Desk

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

All new users register here

New Users Register HERE
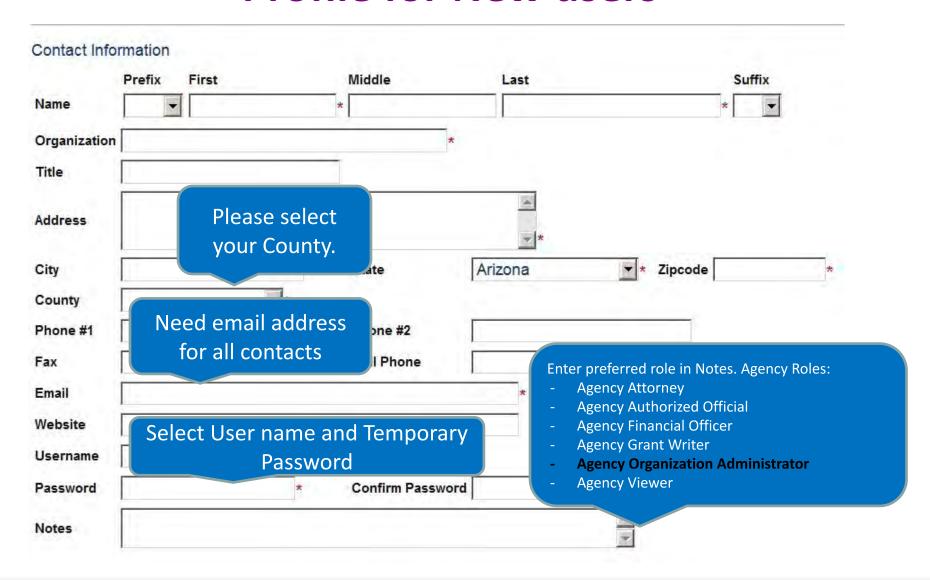
All new users register here

New User Registration
Forgot Password?

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.

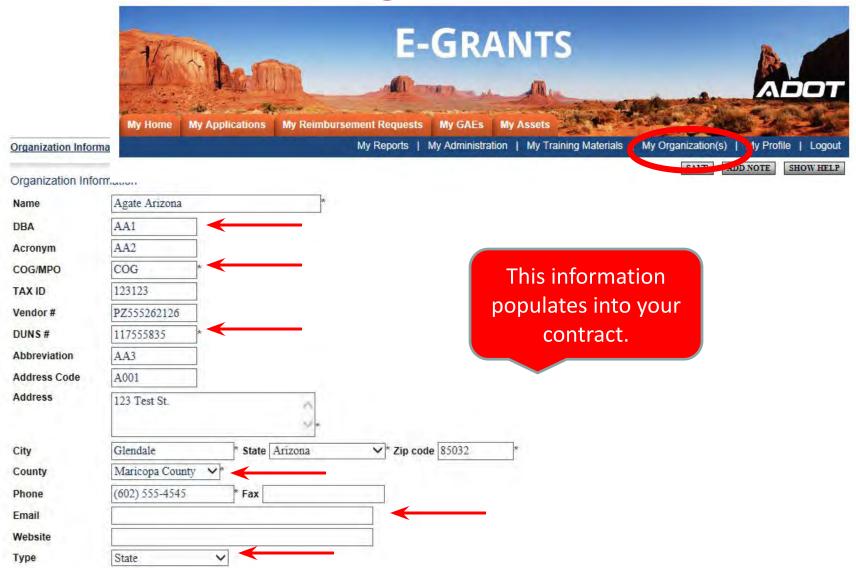# Profile for New users

Add ALL users

- For 2021 Application access, review organization members and add missing users:

  - Agency Leaders that might need access

  - Financial Officers

  - Any new staff

Maintain Organization Profile

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.
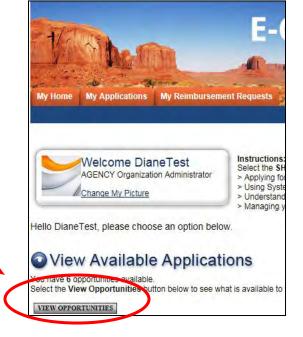If you need to add a member's information into the system, select **New Member**.
For more detailed instructions, select the **Show Help** button above.

Current Members

Sort By:	--------SELECT------- ▾	--------SELECT------- ▾	GO			
☐ **Person**	**Role**		**Active Dates**	**Active Documents**	**Assigned By**	**Modified By**
☑ OhdeTest, DTest	AGENCY Authorized Official ▾		4/15/2013 -	1	Allred, Sara 4/15/2013	Ohde, Diane 4/15/2013
☑ allred, sara	AGENCY Grant Writer ▾		4/15/2013 -		Allred, Sara 4/15/2013	
☑ Allred, S	AGENCY Organization Administrator		2/19/2014 -	1	Allred, Sara 2/19/2014	

Apply for the 2021 5310 Application

5310 Application for Krystal Smith 1234
Offered By:
ADOT Multimodal Planning Division

5310 Application Availability Dates:
08/01/2020-01/01/2024

5310 Application Period:
08/01/2020-01/01/2024

5310 Application Due Date:
02/16/2024

Description:
2021 - 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]

Application Tips--SAVE

- Save First and Last
- You will not see a Print Version of a form until the Page is saved.
- You may experience some nondescript 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)
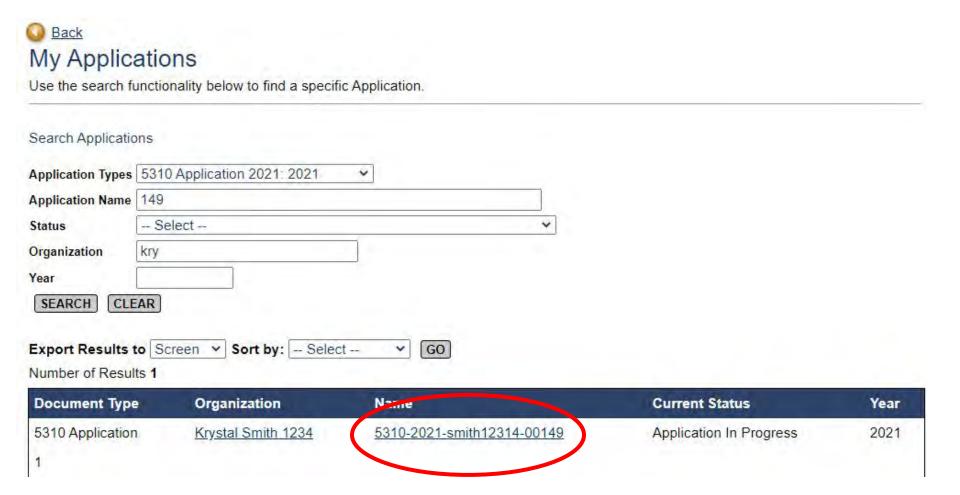
Accessing your Application

Application Search

Application Search Results

Application Navigation

Back

5310 Application Menu

Document Information: **5310-2021-smith12314-00149**

▼ Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	5310 Application	Krystal Smith 1234	AGENCY Organization Administrator	Application In Progress	08/01/2020 - 01/01/2024 02/16/2024 12:00PM PST

📄 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

Management Tools

Save first, and then print

🖨 **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.

Check Add/ Edit People if user is unable to access application.

👥 **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.

2021 5310 Forms

Page Name

ADOT Coordinated Mobility Program Guidebook Web Link

PROGRAM INFORMATION

SUMMARY OF PROJECT AND FUNDING REQUEST(S) (2)

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 (2)

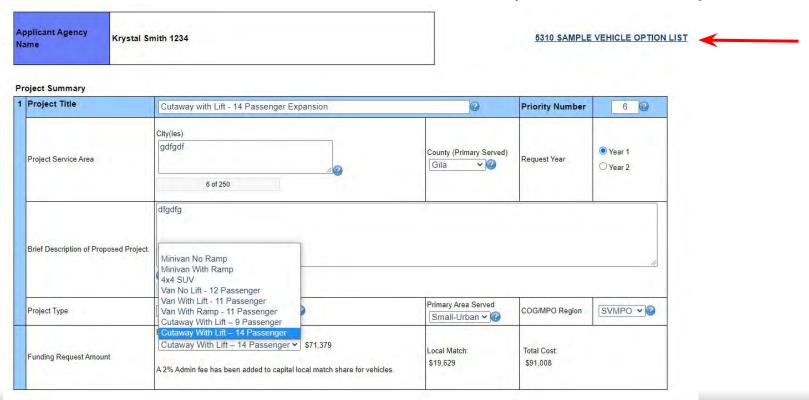VEHICLE REQUEST (5)

VEHICLE INVENTORY

LOCAL MATCH

REQUIRED CERTIFICATION AND DOCUMENTS

The Application Selection form has been removed and questions were moved to the Program Information form.
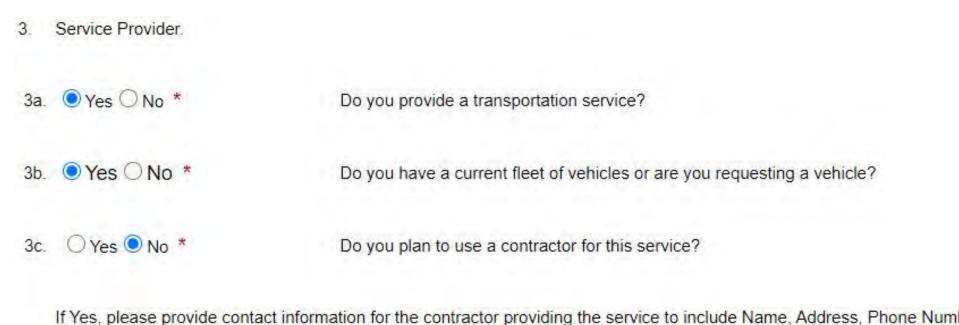
2021 5310 - Summary of Projects Form

- This form will now add and remove Project Request Forms automatically for you.
- The Vehicle Types dropdown has been updated and there is a link available to the 5310 Sample Vehicle Option List.

2021 5310 - Program Information Form

Question 3 has been modified and Application Selection form questions were moved here.

3. Service Provider.

3a. ◉ Yes ○ No *   Do you provide a transportation service?

3b. ◉ Yes ○ No *   Do you have a current fleet of vehicles or are you requesting a vehicle?

3c. ○ Yes ◉ No *   Do you plan to use a contractor for this service?

If Yes, please provide contact information for the contractor providing the service to include Name, Address, Phone Numl

2021 5310 - Program Information Form

Question 6 has been modified.

6. Describe what client base will be serviced by this capital request?

6a. Select the population this capital will serve: | Seniors and Persons with disabilities ⌄ |

If applicable, describe Other: [   ]

6b. Who is eligible to use your services: | Client Based ⌄ |

Describe how you determine rider eligibility.

2021 5310 - Regional Mob. Mgmt. Program Information

- Question 3 modified from within 3 years to within 2 years.
- Question 5 modified to: Describe your participation in regional coordination efforts and how it benefits the region.

3. Check the mobility management functions in place for the current year and within 2 years.

	CURRENT	2 YEARS	FUNCTION
a.	☑	☐	Information and Referral
b.	☐	☑	Assistance, Ombudsman, Advocacy for Riders
c.	☑	☐	Eligibility Determinations for Multiple Programs
d.	☐	☑	Volunteer Driver Pograms (establish, support existing, and coordinate)
e.	☑	☐	Travel Training
f.	☐	☑	Joint Reservations and Trip Scheduling
g.	☑	☐	Vehicle Pools for Elderly/Disabled Programs
h.	☐	☑	Employment Transportation Programs
i.	☑	☐	Driver Training
j.	☐	☑	Coordinating Council
k.	☐	☐	Insurance Pool
l.	☐	☐	Other: (describe)

Vehicles - Two Separate Pages

Page Name

on

ADOT Coordinated Mobility Program Guidebook Web Link

PROGRAM INFORMATION

SUMMARY OF PROJECT AND FUNDING REQUEST(S)

CIVIL RIGHTS

COORDINATION OF TRANSPORTATION SERVICES
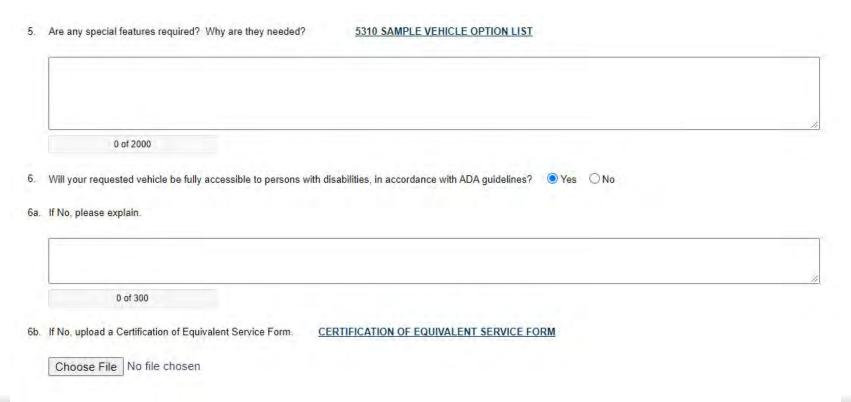
VEHICLE REQUEST

VEHICLE INVENTORY

LOCAL MATCH

REQUIRED CERTIFICATION AND DOCUMENTS

- Vehicle Request form auto-creates if Project Type = 'Vehicles' on the Summary of Project and Funding Requests form.

- Program Information form - "Do you have a current Fleet or are you requesting a vehicle?" => 'Yes' will display the Vehicle Inventory form.

2021 5310 - Vehicle Project Request Form

- The 5310 Sample Vehicle Option List link is also available on Question 5.
- Question 6b. now has a link to the Certification of Equivalent Service Form.

5. Are any special features required? Why are they needed?   5310 SAMPLE VEHICLE OPTION LIST

0 of 2000

6. Will your requested vehicle be fully accessible to persons with disabilities, in accordance with ADA guidelines?   ● Yes   ○ No

6a. If No, please explain.

0 of 300

6b. If No, upload a Certification of Equivalent Service Form.   CERTIFICATION OF EQUIVALENT SERVICE FORM

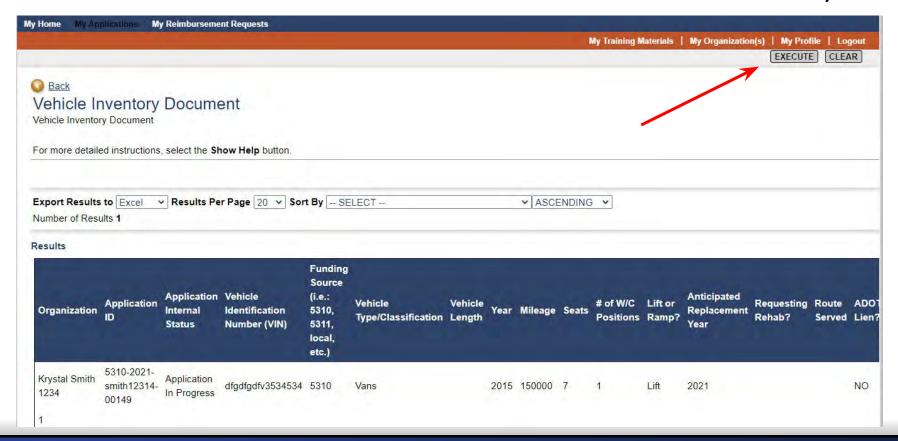Choose File   No file chosen

Vehicle Inventory Report now available!

The link will take you to a screen that will give you the option to Export to Excel and set a Sort By field. Click Execute on the top right

2021 5310 - Vehicle Inventory Report

- The link will take you to a screen that will give you the option to Export to Excel and set a Sort By field.
- Click Execute on the top right.
- Click the browser back arrow to return to the Vehicle Inventory form.

Vehicle Inventory

- Vehicle Maintenance Plan required.

- Vehicle request questions removed.

- Added display only New/Replacement Vehicle Section.

Vehicle Inventory Continued

- Enter all fields for vehicles in 5310 program-Complete VIN required
- You must update your vehicle mileage.

ADOT Coordinated Mobility Program Guidebook Web Link

AGENCY VEHICLE INVENTORY

Total Vehicles in Inventory: 2

Number of Spare Vehicles: 1

1. Please complete the table below for all vehicles ADOT purchased whether on-lien or not, and all vehicles serving an ADOT 5310 funded project.

Vehicle Identification Number (VIN)	Funding Source (i.e.: 5310, 5311, DES, DHHS, Local, etc.)	Vehicle Type	Model Year	Mileage	Total Passenger Seats	# of W/C Positions	Lift or Ramp?	Anticipated Replacement Year	Route Name/# Served (Spare can also be listed)	Is the Vehicle On ADOT Lien?
12165432468543	5310	Bus Standard 35 FT	2010	35000	7	2	Lift	2016		● Yes ○ No
36986335741156	5311	Bus Standard 40 FT	2012	55000	10	1	Ramp	2020		○ Yes ● No

2021 5310 - Other Capital Form

- Question 1 options under Capital Request Information have been modified.
- Option a. Purchase Non-ITS Equipment
  - Question 2 has been modified to Describe the need for this purchase and you will be required to upload supporting documentation.
- Option b. Purchase ITS Equipment
  - You will be required to upload an ITS Plan (Information Technology System Plan)
- Both Options a. and b. have a modified question: Discuss the impacts to your program if this project is awarded and the impacts if not awarded.

Capital Request Information

1. What is the capital request for? (mark one)
   a. ☑ Purchase Non-ITS Equipment
   b. ☐ Purchase ITS Equipment
   c. ☐ Preventive Maintenance

2021 5310 - Local Match Form

- There is a new section under the Requested Budget Summary, **Certification on Restrictions on Lobbying**.
- If requesting more than $100,000 in grant funds, an agency must certify that no federal funds have or will be paid to persons to influence the funding decision (lobby) for the proposal that is being submitted for consideration.

ADOT Coordinated Mobility Program Guidebook Web Link

REQUESTED BUDGET SUMMARY			
	Total Request	**Federal Request**	**Local Match**
Total	$415,247	$291,792	$123,455

CERTIFICATION ON RESTRICTIONS ON LOBBYING

If requesting more than $100,000 in grant funds, an agency must certify that no federal funds have or will be paid to persons to influence the funding decision (lobby) for the proposal that is being submitted for consideration.

Choose File | No file chosen
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☐ DELETE

DISCLOSURE OF LOBBYING ACTIVITIES

LOCAL MATCH

2021 5310 - Local Match Form

Removed some limits on In-kind
- Cash Match is still required for Vehicle Purchases.

IN-KIND

Are you planning to use in-kind funds/services for local match? ● Yes ○ No
(Cash Match is required for Vehicle Purchases.)

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.
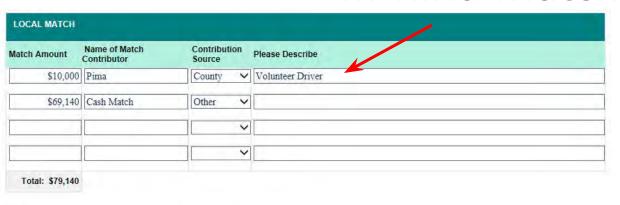
There is no federal rate for volunteer services. Organizations that already have employees performing these activities may use their own rate of pay. If you do not have
Publication 4671 for more information.

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
⌄		per	
⌄		per	

In-Kind Match

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 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

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

2021 Application Documents

❏ Map showing location for agency service

❏ Title VI Plan

❏ Indirect Cost Allocation Plan (if applicable)

❏ Vehicle Maintenance Plan

❏ ITS Architecture Plan (if applicable)

❏ Certificate of Equivalent Form (if applicable)

❏ Transportation Section Org Chart

❏ Certifications on Lobbying (over $100,000 requested)

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.

FTA Certifications and Assurances

- Published annually by FTA.
- ADOT distributing these before the application closes.
- Must be signed prior to execution of the grant agreement.
- Must include a signature of an attorney.

2021 5310 - Grant Agreement & Exhibits

- The Grant Agreement and several of the Exhibits have verbiage changes.

- Please be sure to read all the agreement and exhibit forms.

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.

Program Updates

- Guidebook Update Posted to Website
- Insurance Checklist
- Vehicle Useful Life now includes Minimums and Maximum Years / Mileage
- Traditional 5310 and CRRSAA (COVID-19 relief) funds are available through one application
- Meal and pharmacy deliveries are eligible for reimbursement through January, 2022 (FTA Exemption)

Important Things to Remember

- Application Due Date March 18th 4PM
- Separate Projects must be included in the Application for Year 1 and Year 2
- Follow form order to fill out the application
- Start by Saving, Resave forms in Order
- Coordinate with Mobility Managers for Application Assistance
- Technical Assistance can be provided by Agate and ADOT.
- Submit questions via Email
- Check FAQs

Questions?