

*Revised April 23, 2021*

**Frequently Asked Questions – 2021 5307/5339 Application**

**Applications due May 18, 2021 at 4:00 PM**

<b>Questions</b>	<b>Response</b>
<p>If a 5311 Applicant is awarded funding under this grant, however, purchases the equipment after the date of the award and before the funds are made available to the Grantee, will the FTA still reimburse the Grantee the Federal share of that procurement?</p>	<p>No, 5311 subrecipients awarded 5339 funding are provided a preliminary award notice from ADOT. No funding commitment is actually made until ADOT writes a grant to FTA and issues the final award (update the Exhibit A of your grant agreement) and the subrecipient signs committing the additional local match.</p> <p>A 5339 Preliminary award is just a reservation of funds. No funds are available until ADOT adds the funding into the subrecipient's grant agreement. Additionally subrecipients are not granted pre-award authority which means any action they take before the funding is finalized and included in their Exhibit A is not eligible for reimbursement.</p> <p>Finally we do not allow subrecipients who are not FTA direct recipients to purchase transit buses (revenue vehicles) directly. While the state contract helps on the front end by issuing a compliant Request for Proposal (RFP) and award process, FTA has numerous oversight requirements that are very tricky to remember when placing an order for a vehicle and then documenting compliance when the vehicle is delivered. Unless the subrecipient has experience in the procurement of buses (aka rolling stock or revenue vehicles) ADOT will not allow them to procure on their own.</p>

<p>When reviewing the material, I noticed that there isn't any material related to public interaction, is a public hearing for the grant application required? We are leaning toward doing one, but may not do so if it isn't required.</p>	<p>Yes, the public should be made aware of transit plans, actions etc. The application does not require any documentation to be submitted; however, you should have documentation in your files identifying how you made the public aware of this funding request and any feedback you received. You do not have to follow the requirements as outlined in the 5311 Guidebook.</p>
<p>In the "SUPPORTING DOCUMENTATION" section, the first question is in regards to our most recent triennial review or state site visit; would our recent MPD audit be applicable here? Or should we refer to the 2019 triennial review?</p>	<p>Yes, your most recent MPD Audit would be your most recent "State Site visit".</p>
<p>What date do we use for RFP issued and contract award date?</p>	<p>Milestones are required to be identified in the application regardless of the type of procurement used. When procurements do not require an RFP, the RFP date in the milestone section could be the same as the contract award or the quote date. When identifying reasonable milestone timeframes, consider that preliminary awards will be available late July 2021 or early August 2021.</p> <p>If using the state vehicle contract, please let us know in the application. A new state vehicle contract is being issued with a contract goal date of May 1, 2021. Contract completion should align to the date of your anticipated vehicle delivery.</p>
<p>Who should letters of support be addressed to?</p>	<p>Address letters of support to yourself, and agency representative, or your ADOT Program Manager.</p>

<p>Is there a minimum grant request?</p>	<p>Yes, when applying for the funding ADOT will not consider awards of less than \$5,000 as that is generally the FTA threshold for capital purchases.</p>
<p>If I have just been awarded the 5311 for the next two years (beginning Oct. 1, 2020), how soon should I apply for the 5307 &amp; 5339 given the long process?</p>	<p>5307/ 5339 funding applications are available every year. As a 5311 agency you are able to apply for this funding for Bus and Bus Facility capital needs that your agency may have.</p>
<p>Can Small MPO's also apply for these funds for transit related projects?</p>	<p>MPO's are not eligible to apply for this funding. However, MPO's can partner with local transit agencies that apply and work together on the project.</p>
<p>We are going to request funds for facility design/engineering and also for an ITS system replacement. I know the ITS system will fall into the Other Capital request category that is reimbursed at 80%, but I was not sure about the category for the facility design/engineering. Would it be in the general facility category that reimburses at 80% or would it be considered under the ADA facility category that would be reimbursed at 90%. While we are really early in the process, we expected our purpose-built facility to be completely ADA accessible with all necessary accommodations. Any guidance you could give would be greatly appreciated.</p>	<p>The federal share for project costs for acquiring vehicle-related equipment or facilities (including clean fuel or alternative fuel vehicle-related equipment or facilities) for purposes of complying or maintaining compliance with the CAA, or for meeting the requirements of the ADA, is 90 percent. FTA considers vehicle-related equipment to be equipment on and attached to the vehicle. The grant recipient may itemize the cost of specific, discrete, vehicle-related equipment being purchased to be in compliance with the ADA or CAA. The federal share is 90 percent of the cost for these itemized elements.</p>
<p>Can software for dispatching be included in the capital request?</p>	<p>Yes. Each software project is required to have a project level ITS architecture, when using federal funds towards software, which must be attached to the application. Additionally, you must ensure the software is included in the Arizona Statewide Intelligent Transportation System (ITS) Architecture Plan.</p>

<p>Last year, you mentioned projects such as a sidewalk project within 1/4 mile of a bus stop. Is that still a viable project? Does it fall under ADA Facility? Does a project such as a bus shelter and concrete pad to make improvements meet ADA eligible?</p>	<p>Yes, bus shelters, concrete pads, and sidewalks would meet ADA eligibility as long as it meets the federal accessibility standards and requirements. The ADA feature should be documented in the application.</p>
<p>Would design costs for facility construction be eligible for 5339 funding, or does the project need to be “shovel ready”?</p>	<p>Yes, the design costs for a facility construction would be eligible for 5339 funding.</p>
<p>If we are doing a sidewalk project do we need to have the NEPA done to apply for construction money?</p>	<p>Sidewalk projects that will be done within the existing right of way usually fall within the NEPA categorical exclusion. If the project is not in the existing right of way or has additional complications then it should be phased to allow for the planning and NEPA process needed.</p>
<p>Is an RFP needed for bus shelters?</p>	<p>RFP requirements depend on the procurement amount or threshold. You will need to adhere to federal, state and local procurement requirements. The 5311 guidebook outlines these thresholds.</p>
<p>Are bus stop signs an eligible project? We just changed our name and need new signs, or to update current signs.</p>	<p>Yes, bus stop signs are an eligible project. Please remember you can group project types together.</p>
<p>Would a bus pullout be an eligible project?</p>	<p>Yes, a bus pullout is an eligible project under the grant. Again you may want to phase this project so you meet all environmental requirements, design the pull out, then construct.</p>
<p>Can we only put in for 1 project?</p>	<p>Yes, you can put in for between 1-3 projects.</p>
<p>Will the grant cover card readers for buses?</p>	<p>Yes, card readers are an eligible project under the grant.</p>

<p>Our bus we want to apply for replacement doesn't meet useful life now, can we still apply for the replacement bus?</p>	<p>If your bus is forecast to meet the useful life when it will be purchased and delivered, then it would be eligible for replacement. Most buses take approximately 2 years from the time of application. The application requests you to provide information about this, so plan ahead for when delivery would occur to see if you will meet useful life. If not, then this project should wait until the next year's application.</p>
<p>If we are replacing a bus, do we have to buy the same type of bus again?</p>	<p>If your needs have changed, your replacement bus does not need to be the same bus as the one you are replacing.</p>
<p>When will awards be announced?</p>	<p>Preliminary awards notices will be announced by late July 2021 or early August 2021.</p>
<p>What if we can't get our Board Resolutions in with the application because they are not meeting in time?</p>	<p>The financial readiness section requires documentation of local match commitment. It should follow the agency's local process which may require a board resolution. If a resolution is required and your board will meet after the application due date, submit documentation of local match/ proposed resolution and a date your board will meet in that upload box. Then you can submit the adopted resolution via email to an ADOT Transit program manager. This should still be submitted as quickly as possible as the resolution must be adopted and received prior to the panel review or the financial readiness portion will be impacted in your application ranking.</p>
<p>Will there be a cure period with changes allowed after the application due date or can we delay submitting the application?</p>	<p>The application is due May 18th at 4 PM and there are no delays allowed. There is also no cure period or changes allowed after the application submission with the exception of a board resolution that can be submitted via email. Please be thorough in your application preparation and timely in your submittal. If for some reason the application does not submit, please contact ADOT prior to the deadline as we can address technical issues.</p>

Reminder: Please remember you can group project types together. For example, if you are buying busses all of the busses can be grouped together into 1 project.