

Section 5310 Grant Implementation Workshop



Masks Required through January 18, 2022

Arizona Department of Transportation
Multimodal Planning Division
Transit Unit

October 6, 2021

Welcome & Introduction

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

MPD Transit Team

Administration

Jill Dusenberry – Transit Group Manager

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

5310

Sara Allred
Brian McCoy

5311

Aubree Perry Deborah Brunner
Shatawn Reed

State Safety Oversight

Brian Brinkley

Program Support

Edmund Shepard – Vehicles Management Analyst

Ann Cochran – Program Analyst

Diane Ohde – Transit Grants Business Analyst Consultant

Sarah Wuertz – Contract Specialist / RTAP Administrator

New or Old to 5310?

Please answer the poll question:

How long have you participated with the ADOT 5310 program?

- Less than 1 year
- 1-3 Years
- 3-5 Year
- 5+ Years

New? Please enter your Name & Org in the chat.

Agenda

- 5310 Program Overview
- Grant Management Requirements
- Reimbursements and Reporting
- Meal Delivery
- Vehicles
 - New Vehicle Options
 - Insurance
 - Maintenance
 - Accidents
 - Disposals

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@ADOT.GOV

KRYSTAL SMITH
ADA/NONDISCRIMINATION
PROGRAM COORDINATOR
KSMITH2@ADOT.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

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

ADOT

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

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

Subrecipient

- 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
- See page 8 of the Guidebook

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

Grant Management Requirements

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

Grant Administration Timeline

- Year 1, Oct 2021 —New Contract Executed - 10/1/2021 - 9/30/2023
- Exhibit A Documents will be updated to reflect latest award information
 - Egrants Application> Forms Menu > Exhibit A
 - Reimbursements Eligible as soon as November 1 look for ACTIVE Grant Status
- Vehicle Timeline

Grant Administration Timeline

- Year 2, 2022 Preparation
 - ADOT and subrecipients hold budget meetings to determine continued need and discuss performance and budget - Planned for Feb - April
 - All subrecipients will submit a self-certification for Title VI
 - Update Certifications and Assurances
 - Maintain Sam.gov registration
 - Lobbying Certificate for agencies that receive over \$100K
 - Sign Modified Exhibit A

Preliminary Awards v. Final Awards

- FTA requirements on award notices are specific--the Exhibit A will have the key information for the official Award notice
- Preliminary Awards tell you what and how much funding you will receive based on anticipated awards from FTA
- Vehicle prices change-so the award is the vehicle type, not the specific amount.

Exhibit A



Agency Name:		Grant Program:	5310	Contract Number:	GRT-19-0007494-T
Vendor Number:	IV0000000993 I0003	Indirect Cost Rate:	N/A	De Minimis Rate Used:	N/A

Line #	Program Number / Phase / Grant Number (FAIN)	Scope / FP Code	ADOT Procured	CFDA Code	Fund Type	Project Award Description / Project Title	Funding Period (Fed Award Date = Start Date)	Fed Match Ratio	Federal Award Obligated	Local Match	Total Award	2% Admin Fee
1	G0F196AT / AZ-2019-030	A6	No	20.513 Enhanced Mobility of Seniors and Individuals with Disabilities	Capital	11.7A.00 / 1 / Preventative Maintenance funds Year 1	Start:2019-10-01 End: 2021-09-30	80%	\$34,000.00	\$8,500.00	\$42,500.00	\$0
2	G0R194AT / AZ-2019-030	A4	No	20.513 Enhanced Mobility of Seniors and Individuals with Disabilities	Capital	11.7A.00 / 1 / Preventive Maintenance - SEAGO Rural	Start:2019-10-01 End: 2021-09-30	80%	\$9,500.00	\$2,375.00	\$11,875.00	\$0
3	G0R2081T / AZ-2020-050	B1	No	20.513 5310 Enhanced Mobility of Seniors & Individuals w/ Disabilities	Capital	11.7A.00 / 1 / Preventive Maintenance Funds Yr 1 - Rural	Start:2020-10-01 End: 2021-09-30	80%	\$6,500.00	\$1,625.00	\$8,125.00	\$0
4	G0F196AT / AZ-2019-030	A6	No	20.513 Enhanced Mobility of Seniors and Individuals with Disabilities	Capital	11.7A.00 / 1 / Preventive Maintenance SU	Start:2020-10-01 End: 2021-09-30	80%	\$6,000.00	\$1,500.00	\$7,500.00	\$0
5	G0S19A1T / AZ-2019-030	A1	Yes	20.205 Highway Planning and Construction	Vehicle Capital	11.12.15 / 1 / Minivan no ramp replace VIN 2017	Start:2019-10-01 End: 2020-09-30	90%	\$21,432.38	\$2,381.38	\$23,813.75	\$476.28
6	G0S201AT / AZ-2020-050	A1	Yes	20.205 Highway Planning and Construction	Vehicle Capital	11.12.15 / 1 / Minivan no lift to replace VIN 9450	Start:2020-10-01 End: 2021-09-30	80%	\$20,006.62	\$5,001.66	\$25,008.28	\$500.17
This award does not include R&D.									\$97,439.00	\$21,383.03	\$118,822.03	\$976.44

Program Manager Approved: <input checked="" type="checkbox"/>	Date:	Approver:
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-Fed ID
-ADOT
Buys?
-Award
Type





Line #	Program Number / Phase / Grant Number (FAIN)	Scope / FP Code	ADOT Procured	CFDA Code	Fund Type	Project Award Description / Project Title
1	G0F196AT / AZ-2019-030 	A6	No 	20.513 Enhanced Mobility of Seniors and Individuals with Disabilities 	Capital	11.7A.00 / 1 / Preventative Maintenance funds Year 1 
2	G0R194AT / AZ-2019-030	A4	No	20.513 Enhanced Mobility of Seniors and Individuals with Disabilities	Capital	11.7A.00 / 1 / Preventive Maintenance - SEAGO Rural
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6	G0S201AT / AZ-2020-050	A1	Yes	20.205 Highway Planning and Construction	Vehicle Capital	11.12.15 / 1 / Minivan no lift to replace VIN 9450

Exhibit A

- Contract periods
- Match Ratio
- Your award and local match info

Funding Period (Fed Award Date = Start Date)	Fed Match Ratio	Federal Award Obligated	Local Match	Total Award	2% Admin Fee
Start:2019-10-01 End: 2021-09-30	80%	\$34,000.00	\$8,500.00	\$42,500.00	\$0
Start:2019-10-01 End: 2021-09-30	80%	\$9,500.00	\$2,375.00	\$11,875.00	\$0
Start:2020-10-01 End: 2021-09-30	80%	\$6,500.00	\$1,625.00	\$8,125.00	\$0
Start:2020-10-01 End: 2021-09-30	80%	\$6,000.00	\$1,500.00	\$7,500.00	\$0
Start:2019-10-01 End: 2020-09-30	90%	\$21,432.38	\$2,381.38	\$23,813.75	\$476.28
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		\$97,439.00	\$21,383.03	\$118,822.03	\$976.44

CARES & ARP Act Funding

Funding Features

- 100 % federal share for ARP and CARES
- All ARP Operating is paired with regular Operating
- Recipients are encouraged to use funds expeditiously



American Rescue Plan Act Funding

Important Funding Reminders

- Fare Revenue must be entered if it is collected.
- In-Kind Match is not eligible for ARP & CARES.
- Non-ARP Operating still 50% match and in-kind eligible
- Equipment is not generally eligible for operating, but must be coordinated with ADOT if requested.

Reimbursement Requests

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

Reimbursement Requests

Back up Documentation

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

Performance Data Reporting

PERFORMANCE DATA					
* Passenger Trips	662	Cost/Pass. Trip:	\$11.44	* Volunteer Drivers (people)	0
* Project Revenue Miles	37268	Cost/Mile:	\$0.20	* Personal Vehicles in Service	0
* Deadhead Miles	0	Cost/Serv. Hr:	\$0	* Major Incidents	0
* Total Project Miles	37268	Passenger/Mile:	0.02	* Major Injuries	0
* Vehicle Service Hours	987	Passenger/Srv.Hr:	0.67	* Fatalities	0
* Fare Revenue	668				

Required Reporting

- ✓ Project Trips
- ✓ Project Revenue Miles
- ✓ Deadhead Miles
- ✓ Total Project Miles
- ✓ Vehicle Service Hours
- ✓ Fare Revenue
- ✓ Volunteer Drivers (people)
- ✓ Personal Vehicles in Service
- ✓ Major Incidents
- ✓ Major Injuries
- ✓ Fatalities

Use the Comments Section

- If you charge less than your back-up shows is eligible for reimbursement explain why
- Date Changes
- Corrections
- Anything that is different or confusing



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*

5310 Goals: LPA Contract Reporting

By October 30th:

- Enter payments through September (Can be done as 1 payment rather than monthly).
- Complete reporting is due every time you bill and is reported to FTA in October and May

Using the LPA DBE System



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Egrants Updates

- Please check you Egrants profile
- 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
- Have you changed your banking or address?

Vendor Code and Discounts

Changes to Billing info:

- State of AZ APP Mailbox at **app@azdoa.gov**. You can also call **602-542-7600 option 3** if you prefer to speak to a live representative (Hours - 8AM - 5PM *excluding state holidays)
- Vendor Discounts are available, and your organization will be paid less money if you choose this option. Please call me to discuss if you would like to be paid less.

Organization Information

Name	<input type="text" value="ADOT Multimodal Planning Division"/>		
DBA	<input type="text" value="MPD"/>		
Acronym	<input type="text" value="MPD"/>		
COG/MPO	<input type="text" value="MAG"/>		
TAX ID	<input type="text"/>		
Vendor #	<input type="text" value="IV0016113100"/>		
DUNS #	<input type="text" value="000000000"/>		
Abbreviation	<input type="text"/>		
Address Code	<input type="text" value="I0003"/>		
Address	<input type="text" value="1611 W. Jackson, MD 310B"/>		
City	<input type="text" value="Phoenix"/>	* State	<input type="text" value="Arizona"/>
County	<input type="text" value="Maricopa County"/>		
Phone	<input type="text" value="(602) 712-7355"/>	* Fax	<input type="text"/>
Email	<input type="text" value="sallred@azdot.gov"/>		
Website	<input type="text" value="www.azdot.gov/transitguidebooks"/>		
Type	<input type="text" value="Other"/>		

For Bank or Address
Changes:
My Organization
Vendor #

Address code=where to
send money

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?

Vehicle Responsibilities

- Grant Specifies For Whom & Where to Use the Vehicle
- Maintain Vehicle according to the Maintenance Plan
- Annual Inspection
- Maintain adequate insurance and provide proof to ADOT
- Vehicle Use Reporting
- Vehicle Inventory
- Disposition coordination with ADOT



Vehicle Administration Forms

- Written Vehicle Maintenance Plans
 - Documented Preventive Maintenance
 - Two examples on our website; more available in online searches
- Vehicle Inspection Process
- Vehicle Disposal

ADOT Website See: [Transit Asset Management](#)



New Vehicles Timeline

- October - Choose your vehicle Options
- November / December ADOT Administration Preps the vehicle order and invoices
- December - February invoices due within 30 Days
- Due upon receipt, Orders submitted upon receipt of payment
- Vehicle Deliveries are expected to be slow

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 until the vehicle is disposed of through sale
- Email with Vehicle inspection notice requesting Insurance (delivery will occur once Insurance is approved)

SUV



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

12 Passenger Maxivan No lift



Ford or Chevrolet

Additional Options Available

- ☐ 155" wheel base
- ☐ Vinyl or cloth seats
- ☐ Molded assist steps
- ☐ Carpeted or rubberized flooring
- ☐ Remote keyless entry
- ☐ 6.6L V-8 Chevy only

Minivan No Ramp



FORD Transit Connect

Additional Options Available

- ☐ Power 8-way driver seat with lumbar adjust
- ☐ BLIS (Blind Spot Information)

Minivan with Ramp (Not Available)



No Buy-America Minivans Available

1. Purchase Maxivan and pay the difference between the award and the higher price
2. Wait for final prices with Buy America
3. Cancel award

Ford Transit Works with Lift



Additional Options Available

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

Narrow Body Cutaway – 9 Passenger



TWO Vendors now available. Each offer a different manufacturer. Options are the same.

Additional Options Available

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

Cutaway with Lift – 14 Passenger

TWO Vendors now available. Each offer a different manufacturer. Options are the same.

Additional Options Available

- ☐ Vehicle length to 22'
- ☐ Heavy duty running board driver side
- ☐ A/C upgrade
- ☐ Heating upgrade
- ☐ Upgraded driver seat



AZMVD Now account <https://azmvdnow.gov/home>



Official site of the ADOT MVD

[Sign in](#)

[Other Options](#)



[Schedule an Appointment](#)



[MVD Chat Help](#)



Your AZ MVD, online

[Activate Your Account](#)

[Sign in](#)



Out of the Line and Safely on the Road

Schedule an appointment or skip the trip to an MVD office with over 30 services online.

We're keeping your **personal information safe**.

We'll let you know when your registration is due and **provide services based on your needs**.

[Hi! Ask me a question!](#)

AZMVD Now account <https://azmvdnow.gov/home>

 Sign into AZ MVD Now

Sign in with a Social Account



or

Sign in with Email

Email Address

Password



[I forgot my password](#)

Sign in

If you're a new customer, you [may activate an account](#).

[Learn how to activate an AZ MVD Now account as an organization \(vehicle dealer, business, trust, non profit or government entity\).](#)

AZMVD Now account <https://azmvdnow.gov/home>



 Guest

Activate as an Organization

Vehicle Dealers

To activate AZ MVD Now as a vehicle dealer, complete [Form 15-0707](#) and send to the Dealer Licensing Unit at aacc@azdot.gov.

Other Organizations and Businesses

To activate AZ MVD Now as an organization (business, trust, non-profit or government entity), complete the [AZ MVD Now Organization Administration Application, Form 15-0706](#) and send to accountsupport@azdot.gov with the required supporting documentation.

A few important notes on AZ MVD Now Organizational Accounts:

- The email address you provide on your application must not be used on any other AZ MVD Now account. Every AZ MVD Now account, organizational and personal, must have a unique email address.
- Only send initial emails to accountsupport@azdot.gov. (when the email address is selected, the users email application will start a new email) Missing information will delay the set up of your account.



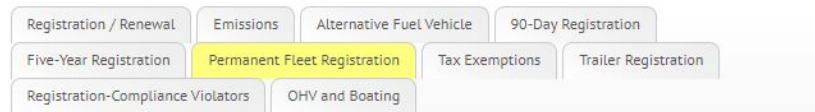
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Permanent Fleet Registration



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 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

602.712.8809

Useful Life of a Vehicle

- Maxivan No Lift: 7 years and/or 150,000 miles (12 passengers)
- Maxivan with Lift: 7 years and/or 150,000 miles
- Cutaway Bus with Lift: 7 years and/or 250,000 miles
- Minivan With Ramp: 6 years and/or 150,000 miles
- Minivan No Ramp: 6 years and/or 150,000 miles (7 passengers)
- Suburban or SUV: 7 years and/or 150,000 miles
- Crew Cab Trucks: 7 years and/or 150,000 miles

Insurance Requirements

Renewals

- ★ Insurance Carrier-Six (6) weeks from renewal
- ★ ADOT 2 weeks before
 - Insurance Checklist
 - Certificate of Insurance
 - Endorsements
 - mlb_mpd@azdot.gov

New Vehicles

- ★ Email from Edmund
- ★ Vehicle Description
- ★ Add vehicle(s) to your policy
 - Certificate of Insurance
 - VIN, year, make, model
 - Additional Insured Clause
 - minscertificate@azdot.gov

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
- 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

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

Minimums per
passenger

4 or less \$1,000,000

5 to 15 \$2,000,000

16+ \$5,000,000

Insurance Deadline Reminders

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



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

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
Additional Inspections														
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.

Vehicle Inspection Types

- Annual Inspections (F Inspection)
- E Inspections (Transfer Only)
- Third-Party Inspections

ADOT
Multimodal Planning
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

Accident Reporting

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

An Accident is Reportable if:

- There was an injury or fatality 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



Vehicle Disposition

- ADOT must approve all vehicle dispositions
- All requests must be accompanied by a Vehicle Disposal Form identifying the Sale method
- Proceeds exceeding \$5,000 must be reimbursed to ADOT by federal interest %
 - What's the delay? – 3 Quotes or Auction? ~~lien release~~

Vehicle Disposal Options

1. Auction (auction info must be posted to public website)
2. 3 quotes provided to ADOT prior to sale and highest option will be authorized.
3. Transfer (only vehicles that haven't met useful life will be considered for transfer)
 - a. Requires an ADOT Equipment Services "E" inspection
4. Donation-Requires an evaluation and repayment of federal interest. (Least preferred option)

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](#)

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

Life in the Times of COVID

Using Preventive Maintenance for COVID-19 related expenses

PM funds can be used for these costs for transit only

- Barriers
- Cleaning
- PPE
- In addition to maintenance of vehicle costs

Quiz Recap - True or False

1. 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.”
2. Preliminary Awards will not tell you what and how much funding you will receive for the grant.
3. CARES & ARP Act Funding are 100% federally funded.
4. Useful Life of a Vehicle are Cutaway Bus with Lift: 7 years and/or 250,000 miles
5. Useful Life of a Vehicle are Minivan With Ramp: 6 years and/or 650,000 miles
6. Vehicle purchases are not to be conducted by ADOT
7. The vehicle lien will not remain in effect through the useful life of the vehicle and for as long as in 5310 service

National Transit Database

New Operating Reports Data to NTD

- Nation's primary source for info on transit systems
- NTD performance data are used to apportion over \$5 billion annually
- If you receive Operating Funds and are open to the public, you will be reporting
- July 2021-June 2022 Data




**National Transit Database
2020 Policy Manual**

REDUCED REPORTING

www.transit.dot.gov/sites/fta.dot.gov/files/docs/subdoc/186/2019-ntd-reduced-reporting-manual-v1-1_0.pdf

Performance Report

 ARIZONA DEPARTMENT OF TRANSPORTATION Multimodal Planning Division		
FY 2018 CAPITAL AND OPERATING PERFORMANCE REPORT		
Instructions		
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.		
**Fill in non shaded areas ONLY. DO NOT delete the formulas.		
CAPITAL EQUIPMENT - ADOT ON LIEN VEHICLES AND OTHER CAPITAL EQUIPMENT		
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

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
- Please be sure to keep your program manager updated with any audit information you receive

Procurement

- Procurements which use federal funds exceeding \$10,000 must have federal clauses.
- See Procurement Pro from National RTAP to enter your scope of work and it will provide the necessary federal clauses.
- Some state clauses are in your contract.
- Contact PM if you have questions.



Meal Delivery

- May charge to the grant to pay for the operational costs of such service.
- Incidental Use only-cannot reduce other service
- May charge only costs not covered by other entities to an FTA grant.
 - No double-charging allowed.
- Meal Delivery is eligible under 5310 Operating & ARP through January 20, 2022.

5310 Guidebook

- Please use the Guidebook
- Mobility managers contacts have been updated on the website
- What would be helpful for you to see?



Upcoming Events

- 5310 Funds expired 09/30/2021 (MM in YR2)
- September 2021 Reimbursement Request must be submitted by: **November 15, 2021**
- AzTA ADOT Transit Conference
 - November 15 - 17, 2021 - Mesa
- PASS Training after the conference
 - November 18th and 19th



Masks Required through January 18, 2022

Thank you for your Participation!

Any 5310 Program questions can be directed to the 5310 Program Managers,
Sara Allred at sallred@azdot.gov or **Brian McCoy** at bmccoy@azdot.gov