ADOT Transit Programs & Grants
5311 Peer Group Roundtable

August 5, 2021

Welcome & Introductions

ADOT Transit Staff introductions

Attendees introduce themselves by name and name of their agency & service in the 'Chat Box'

Agenda

1. ADOT Announcements
2. 5311 Insurance Renewal Procedures
3. AzTA/ADOT Conference Registration & New Process to request RTAP Scholarships
4. FTA Funding for Capital Projects: Facilities, Bus Shelters, Sidewalks & Pathways Construction Projects and Bus Pullouts
5. Egrants Reimbursement Requests
6. LPA-DBE Reporting
7. Monthly FTA Covid-19 Reporting

5311 Insurance Renewal Procedures

- The insurance checklist is now required for insurance renewals (yearly).

- New email address: minscertificate@azdot.gov.

- The checklist can be found at: https://azdot.gov/transitguidebooks

- Questions?? Contact Ann Cochran at acochran@azdot.gov

5311 Insurance Renewal Procedures

Insurance Checklist

5310 / 5311 GRANT AGREEMENT INSURANCE CHECKLIST

INSTRUCTIONS/TIPS/INFORMATION TO _EASE_ THE INSURANCE PROCESS

- As soon as possible, share this Checklist and the insurance requirements in your Agreement with your risk manager, insurance broker, or insurance agent

- Gather the documents described at each checkbox below (you must provide ADOT with a copy of each)

- Sign the Checklist, attach required documents, and submit by email to: minscertificate@azdot.gov.

5311 Insurance Renewal Procedures

Renewals

★ Insurance Carrier-Six (6) weeks from renewal
★ ADOT 2 weeks before

- Insurance Checklist
- Certificate of Insurance
- Endorsements
- minscertificate@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

AzTA/ADOT Conference Registration: *How to Register with AzTA and New Process for RTAP Scholarship Request*

Register for Conference

- In person conference November 15-17, 2021

  - Training reserved for 11/18 and 11/9.

- Go to AzTA.org website to register.

- Click on Participant Registration.

- Second Box is for RTAP scholarship requests.
  Each Agency may indicate up to 2 attendees.

AzTA/ADOT Conference Registration *continued*

- If additional people are interesting in attending, contact Sarah Wuertz, ADOT RTAP Coordinator, to be added to the Scholarship waiting list.
- <u>Do not pay online</u> if you want an RTAP Scholarship.
- Up-coming ADOT Webinar 'How to apply for a Scholarship in Egrants'
- Requests for Scholarships must be submitted at least 30 days before the event, and you must request reimbursement within 30 days after the event.

AzTA/ADOT Conference Registration *continued*

How to apply for RTAP Scholarships

- RTAP Scholarship requests will now be available in Egrants. Paper applications will no longer be accepted.
- One scholarship request can be submitted for all attendees from your agency.
- If your scholarship is approved, ADOT will pay the registration fee directly to AzTA.

AzTA/ADOT Conference Registration *continued*

- Include transportation costs and hotel accommodations in your reimbursement request.
- All ADOT subrecipients are allowed to apply for RTAP Scholarships.

FTA Funding for Capital Projects

Project Types

- Transit Facilities
- Bus Shelters
- Sidewalks and Multi-Use Pathways
- Bus Pullouts

FTA Funding for Capital Projects *continued*

The following Information is required in an application:

- Site map for the project
  - Identify the exact location of the project
  - Identify how the project relates to the current routes operated by the agency
- Environmental factors
  - Is project in right of way of the road?
  - Ground previously disturbed
  - Historic Preservation
  - Parks or Wetlands impact

FTA Funding for Capital Projects *continued*

- Concurrence from ADOT District Engineer if along a State Highway

- ADOT cannot apply to FTA for funding unless we can determine a project is in compliance with NEPA (National Environmental Policy Act).

FTA Funding for Capital Projects *continued*
Transit Facilities

Basic steps to follow

- ❏ Environmental Justice and Site Selection
- ❏ NEPA - Environmental Classification
- ❏ Land Acquisition
- ❏ Design
- ❏ Construction

FTA Funding for Capital Projects: *continued*

Transit Facilities
- Environmental Justice and Site Selection Process
  - Agencies cannot just identify a site.
  - A process to document and verify - selected site does not negatively impact:
    - Low income and
    - Minority communities
  - Identify alternative sites that were considered.
  - Preferred site identified.

5307/5339 Capital Projects *continued*

Transit Facilities NEPA Process

- Stand alone or with Site selection/ Environmental Justice or with Design
  - Environmental information - All proposed sites
  - A preferred site recommended based upon Environmental review and analysis of Environmental Justice.
  - Environmental Checklist or environmental justification developed.
    - ADOT and FTA approve

FTA Funding for Capital Projects *continued*

- FTA funding available for:
  - Environmental Justice and Site Selection,
  - NEPA Process
- If FTA funding is not used for the above steps but FTA funding is desired for design and or construction of the facility,
- Then all FTA requirements must be met for the project to be funded with FTA dollars in the future.

FTA Funding for Capital Projects *continued*

Land Acquisition
- ○ Buying land with federal funding is very complicated.
- ● If you are using local funds to buy land, you still have to document
  - ○ that a "fair" value was paid for the land and
  - ○ that individuals or businesses were not displaced.

FTA Funding for Capital Projects
continued

Design

○ Design can begin during the Environmental Justices and NEPA stages,

○ Design cannot continue to go past the 30% design standard if

■ Environmental Justice (Site Selection) and

■ NEPA steps have not been approved.

FTA Funding for Capital Projects *continued*

- ADOT approves and also receives concurrence from FTA for:
  - Site Selection and Environmental Justice,
  - NEPA
- FTA funds do not have to be used for design costs;
  - FTA construction funding only available if all FTA requirements followed in previous steps.
- Final Design can occur only when all NEPA requirements have been met.
- Construction occurs after Design is finished.

Egrants Reimbursement Requests

- A system-generated ledger report and program required forms must be submitted with the reimbursement request. Detailed support documentation shall be maintained by the Subrecipient and shall not be submitted to ADOT unless and until requested.

- In the event a system-generated ledger cannot be provided, a manually-created or spreadsheet ledger is acceptable. However, in this case, all support documentation must also be submitted.

Egrants Reimbursement Requests *continued*

- In the event that no expenditures occurred during a calendar month, submit a zero dollar invoice.

- Reimbursement Requests are due within 45 days following the end of a given month.

- Agencies must <u>submit a written request</u> for an extension to submit a late (after the 45 day period) reimbursement request to their Program Manager, and provide an explanation.

LPA-DBE Reporting

- Sub-recipients must maintain a 'current status' of their LPA-DBE contract reporting.
- Close out old, inactive contracts.
- Report monthly for each 'Open Contract'. If you do not have an invoice amount to report, then enter a zero dollar value ($0.00) for the month.
- Program Managers will routinely check DBE reporting status when approving Reimbursement Requests in E-Grants. Reminder you have checked YES that you have updated your DBE reporting.
- https://arizonalpa.dbesystem.com/

Covid-19 Monthly Reporting

- FTA requires all 5311 agency's to report monthly.
- FTA has expanded their questions, and may add additional questions in the future.
- Mask requirement in place for passengers, drivers and transit front line employees.
- Free rides or reduced fares permitted for trips to vaccine sites.
- ADOT reports to FTA monthly on behalf of 5311 subrecipents.

Open Peer Group Discussion

Questions and comments are welcome at this time or feel free to add a question/comment in the chat box.

Next Meeting

Tentatively planned for
Thursday, January 13, 2022
from 2 to 3:30 pm