5311 Rural Transit Program
Implementation Workshop

Arizona Department of Transportation
Multimodal Planning Division
October 7, 2021
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 se haga sujeto 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 y ADA, puede presentar una queja. Para que esta persona presente una queja se debe presentar 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, favor de ponerse en contacto con la Oficina de Derechos Civiles de ADOT a través de la información que aparece abajo:

FELICIA BEITMAN
TITLE VI/DISCRIMINATION DIRECTOR
KRYSTAL SMITH
PROGRAM COORDINATOR
ADOT/DYEDJUJADOT.GOV

ADOT Civil Rights Office
2015 S. 17th Avenue, Mail Drop 535-4
Phoenix, AZ 85007
602-258-5194
602-258-6397 fax
adot.gov
Agenda Overview

- Introductions
- Funding Overview
- Year 2 Updates
- National Transit Database 2021 Report Year Updates
- Procurement
- Transit Asset Management
- Vehicle Depositions, Liens, Accident Reporting
Agenda Overview continued

• Insurance
• Rural Transit Assistance Program
• Google Transit
• Upcoming Events
• Q & A
5311 Program Managers

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MPD Transit Team

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

State Safety Oversight
Brian Brinkley

Program Support
Ann Cochran – Program Analyst
Sarah Wuertz – Contract Specialist/RTAP Administrator
Edmund Shepard – Vehicles Management Analyst
Diane Ohde – Transit Grants Business Analyst Consultant
Welcome to the 5311 Program

<table>
<thead>
<tr>
<th>Name</th>
<th>Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toni Flood</td>
<td>City of Maricopa</td>
</tr>
<tr>
<td>Sam St. Clair</td>
<td></td>
</tr>
<tr>
<td>Robert Weber</td>
<td>City of Sedona</td>
</tr>
<tr>
<td>Angel Lauve</td>
<td>City of Willcox</td>
</tr>
<tr>
<td>Pamela Tsinijinnie</td>
<td>City of Winslow</td>
</tr>
<tr>
<td>Amber Wagner</td>
<td>Regional Transportation Authority of Pima County (RTA Pima)</td>
</tr>
<tr>
<td>Preston McLaughlin</td>
<td></td>
</tr>
<tr>
<td>Thomas Schultz</td>
<td>Yavapai Regional Transit (YRT)</td>
</tr>
</tbody>
</table>
Funding Overview
5311 Annual Funding

➢ 5311 Application to FTA ($8,542,947 in 2021)
  ○ $659,606 - 10% State Administration
  ○ $1,573,583 - 15% Intercity Requirement
  ○ $237,000 - Complementary Paratransit

➢ Federal Highways Transfer – ($1M STBG)
  ○ $50,000 State Administration
  ○ $950,000 Capital and Preventive Maintenance

29 sub-recipients in Arizona
5311 2021 Year 2 - Funding Requests and Awarded

- **Funding requested** = $20,619,267 (FED)
- **Funding Awarded** = $10,221,508 (FED) (Formula and ARP)
## ADOT 5311 ARP Funding

<table>
<thead>
<tr>
<th>Activity</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating (including Admin and Preventive Maintenance)</td>
<td>$670,865</td>
</tr>
<tr>
<td>Intercity</td>
<td>$1,907,779</td>
</tr>
<tr>
<td>State Administration (10% ADOT management)</td>
<td>$295,654</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,874,298</strong></td>
</tr>
<tr>
<td>Funds to 15 Sub-recipients - through ADOT (includes Operating &amp; Intercity)</td>
<td>$2,578,644</td>
</tr>
<tr>
<td>Tribal Transfer</td>
<td>$82,247</td>
</tr>
<tr>
<td><strong>Total American Rescue Plan (ARP) Awarded</strong></td>
<td><strong>$2,956,545</strong></td>
</tr>
</tbody>
</table>
Grant Agreement Requirements
2nd Year End – 2020 Grant Agreement Administration

Reminders:

- 5311 Formula Funds expire September 30, 2022
- All funds final – No extensions will be granted
- Formula funds will not roll over
- Unspent CARES Act and ARP funding will not roll over
- September 2022 Reimbursement Requests must be submitted no later than November 15, 2022
This is what your agency has signed & agreed to.
3) The Governor of the STATE of Arizona, in accordance with a request by the Federal Transit Administration, hereinafter referred to as FTA, has designated the Arizona Department of Transportation as the responsible agency to evaluate and select proposed projects and to coordinate grant applications. The current State Management Plan, Program Guidebook, FTA Master Agreement, and the Program Application, incorporated herein by reference, prescribe the STATE's Administrative Policies and Requirements for the Program.
“Super” Circular 2 CFR 200


Some circulars, but not all, have been updated to reflect the “super” circular. In the event of a conflict, the “super” circular supersedes.
<table>
<thead>
<tr>
<th>Number</th>
<th>Name</th>
<th>Last updated</th>
<th>What is covers</th>
</tr>
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<tbody>
<tr>
<td>C 4220.1F</td>
<td>Third Party Contracting Guidance</td>
<td>2013</td>
<td>Procurement requirements</td>
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<tr>
<td>C 4702.1B</td>
<td>Title VI Requirements and Guidelines for Federal Transit Administration Recipients</td>
<td>2012</td>
<td>Title VI requirements</td>
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<tr>
<td>C 4703.1</td>
<td>Environmental Justice Policy Guidance for Federal Transit Administration Recipients</td>
<td>2012</td>
<td>Environmental Justice</td>
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<tr>
<td>C 4704.1A</td>
<td>Equal Employment Opportunity (EEO) Act: Guidance</td>
<td>2017</td>
<td>EEO requirements</td>
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<tr>
<td>C 4710.1</td>
<td>Americans with Disabilities Act (ADA): Guidance</td>
<td>2015</td>
<td>ADA requirements</td>
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<tr>
<td>Number</td>
<td>Name</td>
<td>Last updated</td>
<td>What is covers</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------------------------------------------</td>
<td>--------------</td>
<td>-----------------------------------------------</td>
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<tr>
<td>C 5010.1E</td>
<td>Award Management Requirements</td>
<td>2018</td>
<td>General requirements for all FTA grants</td>
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<tr>
<td>C 5100.1</td>
<td><strong>Bus and Bus Facilities Program: Guidance and Application Instructions (Section 5339)</strong></td>
<td>2015</td>
<td>Section 5339 requirements</td>
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<tr>
<td>C 9040.1G.</td>
<td><strong>Formula Grants for Rural Areas: Program Guidance and Application Instructions (Section 5311)</strong></td>
<td>2014</td>
<td>Section 5311 requirements</td>
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<tr>
<td>C 9070.1G</td>
<td><strong>Enhanced Mobility of Seniors and Individuals with Disabilities: Program Guidance and Application Instructions (Section 5310)</strong></td>
<td>2014</td>
<td>Section 5310 requirements</td>
</tr>
</tbody>
</table>
CARES and ARP Act Funding
CARES Act and ARP Act Funding

Funding Features

- 100% federal share
- Pre-award authority for all projects starting on January 20, 2020; ADOT used February 1, 2020 for ease in billing
- Recipients are encouraged to use funds expeditiously
CARES Act and ARP Act Funding

Important Funding Reminders

- Fare Revenue must be entered if it is collected
- In-Kind Match is not eligible
- Operating expenses such as large equipment must be coordinated with ADOT
- Other Capital Awards should be expensed using your regular FTA Funds unless otherwise advised by ADOT

Transit
CARES Act and ARP Act Funding

Operating Expenses

• Include the following:
  Administration
  Operating
  Preventive Maintenance
# 5311 Application - Budget Form

## New Section - ARP Funding

<table>
<thead>
<tr>
<th>CARES Act\ARP</th>
<th>Request Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating (CARES Act)</td>
<td>$0</td>
</tr>
<tr>
<td>Intercity (CARES Act)</td>
<td>$0</td>
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<tr>
<td>Capital (CARES Act)</td>
<td>$0</td>
</tr>
<tr>
<td>Operating (ARP)</td>
<td>$0</td>
</tr>
<tr>
<td>Intercity (ARP)</td>
<td>$0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$0</strong></td>
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</table>
## 5311 Application - Reimbursement Request Form

### New Section - ARP Funding

<table>
<thead>
<tr>
<th>CARES Act\ARP</th>
<th>Match Ratio</th>
<th>Reimbursement Request</th>
<th>Fares / Deductions</th>
<th>Total Request</th>
<th>Contract Cumulative</th>
<th>Balance</th>
<th>Approved Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating (CARES Act)</td>
<td>100%</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intercity (CARES Act)</td>
<td>100%</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital (CARES Act)</td>
<td>100%</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating (ARP)</td>
<td>100%</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intercity(ARP)</td>
<td>100%</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
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<td></td>
</tr>
</tbody>
</table>
Meals on Wheels
Meals on Wheels

Meal Delivery

• Eligible as an incidental use if the delivery services do not conflict with the provision of transit services or result in a reduction of service to transit passengers.
• Eligible expense until **January 20, 2022**
• FTA also will permit recipients to use CARES and ARP Act funding to pay for the operational costs of such services.
Meals on Wheels

Meal Delivery

• May charge to the grant to pay for the operational costs of such service.
• May charge only costs not covered by other entities to an FTA grant.
• No double-charging allowed.
Partnering with Schools
Partnering with Schools

School Bus Service

- FTA may provide financial assistance to an applicant “only if the applicant agrees not to provide school bus transportation that exclusively transports students and school personnel in competition with a private school bus operator.”
- However, there are two (2) exemption in which you may be approved to provide this service.
Partnering with Schools

School Bus Service - Exemptions

There are two (2) exemptions:

• when an applicant operates a school system in the area to be served and a separate and exclusive school bus program for the school system (e.g., a city or county); and

• when a private school bus operator cannot provide adequate transportation that complies with applicable safety standards at reasonable rates.
Partnering with Schools

School Bus Service - Restrictions

If you are have an approved exemption the following restrictions still apply:

- Must use locally-owned vehicles that are not housed or maintained in an FTA-funded facility.
- FTA-funded equipment and facilities cannot be used for exclusive school bus service.
Partnering with Schools

Tripper Service

- Tripper service is when you serve the school as part of a scheduled route, but which is not exclusive to the school.
  - Buses used in tripper service must be clearly marked as open to the public and may not carry designations such as “school bus” or “school special.”
  - All routes traveled by tripper buses must be within your regular route service as indicated on your published route schedules
  - Buses may stop only as designated service stop.
Charter Bus
Charter Bus Service - Definition

1. Transportation provided at the request of a third party for the exclusive use of a bus or van for a negotiated price. The following features may be characteristics of charter service:

   • A third party pays a negotiated price for the group
   • Any fares charged to individual members of the group are collected by a third party
   • The service is not part of the regularly scheduled service, or is offered for a limited period of time
   • A third party determines the origin and destination of the trip as well as scheduling.
Charter Bus

Charter Bus Service - Definition

2. Transportation provided to the public for events or functions that occur on an irregular basis or for a limited duration and:

   • A premium fare is charged that is greater than the usual or customary fixed route fare, or

   • The service is paid for in whole or in part by a third party
Charter Bus - Charter Bus Service - Exemptions

Types of Exemptions:

1. Transportation of Employees, Contractors, and Government Officials
2. Private Charter Operators
3. Emergency Preparedness Planning and Operation
4. Section 5310, 5311, 5316 and 5317 Recipients

Exemptions, which are not considered charter service, require no notification to registered charter providers, record-keeping, quarterly reporting, or other requirements.
Charter Bus Service - Exceptions

• Types of Exceptions:
  • Official government business;
  • Qualified Human Service Organizations (elderly, persons with disabilities, and low income individuals);
  • When no registered charter provider responds to a notice sent by a recipient;
  • Leasing (must exhaust all available vehicles first);
  • By agreement with all registered charter providers;
  • Petitions to the Administrator: Events of regional or national significance, or hardship.

• All Exceptions must be recorded and reported to your assigned ADOT Program Manager quarterly.
• They must also be posted prior to the charter activity at the FTA Charter Registration website.
Charter Bus Registration

Welcome to FTA’s Charter Registration website!

This website is designed to provide the public and public transportation agencies with information regarding private charter operators serving their areas and was designed in consultation with public transportation agencies and private charter operators.

Legal Disclaimer

Information presented on this website is considered public information (unless otherwise noted) and may be distributed or copied. FTA makes no effort to verify the accuracy or completeness of the information provided on this website, thus, various data such as names, telephone numbers, etc., may change without notice to FTA, and, therefore, FTA provides no warranty, expressed or implied, as to the accuracy, reliability, or completeness of furnished data on this website.

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I accept these terms  I do not accept these terms

Intercity

General Information

• ADOT awards 5311(f) intercity to eligible agencies.
• Required to expend 15% of its apportionment to intercity bus program.
• Routes begin and/or end in Urban areas, but must demonstrate significant ridership and benefits for rural residents to be eligible for 5311(f) funding.
• Partnership with Greyhound (Intercity Provider) for in-kind match
• ADOT funds Intercity feeder Routes that connect to Intercity Providers
## Intercity

### AZ Intercity Routes

<table>
<thead>
<tr>
<th>Agency</th>
<th>Subsidized Route</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Coolidge</td>
<td>Florence - Eloy</td>
</tr>
<tr>
<td>City of Show Low</td>
<td>Pinetop-Lakeside - Holbrook</td>
</tr>
<tr>
<td>Greyhound</td>
<td>Lordsburg - Phoenix</td>
</tr>
<tr>
<td></td>
<td>Tucson - Nogales</td>
</tr>
<tr>
<td>Hopi</td>
<td>Hopi Tribal Complex - Flagstaff</td>
</tr>
<tr>
<td>RPTA</td>
<td>Buckeye - Ajo</td>
</tr>
<tr>
<td>RTA Pima</td>
<td>Ajo - Tucson</td>
</tr>
<tr>
<td>YCIPTA</td>
<td>San Luis - Yuma</td>
</tr>
</tbody>
</table>
## Intercity - Reimbursement Request

Enter your intercity in-kind costs (using the intercity in-kind calculator)

<table>
<thead>
<tr>
<th>Operating / Intercity Funds</th>
<th>Match Ratio</th>
<th>Reimbursement Requests</th>
<th>Contract Cumulative</th>
<th>Balance</th>
<th>Approved Budget</th>
<th>% Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>SuperVisor(s)</td>
<td>58 / 42</td>
<td>$3,406.40</td>
<td>$71,409.99</td>
<td>($26,243.96)</td>
<td>$43,246.00</td>
<td>165.31%</td>
</tr>
<tr>
<td>Mechanic(s)</td>
<td>58 / 42</td>
<td>$12,750.00</td>
<td>$14,281.00</td>
<td>$27,940.00</td>
<td></td>
<td>47.19%</td>
</tr>
<tr>
<td>Driver Salaries</td>
<td>58 / 42</td>
<td>$6,039.20</td>
<td>$100,527.39</td>
<td>($31,941.38)</td>
<td>$128,886.00</td>
<td>124.84%</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>58 / 42</td>
<td>$2,631.27</td>
<td>$84,936.81</td>
<td>($6,218.81)</td>
<td>$49,718.00</td>
<td>110.60%</td>
</tr>
<tr>
<td>Fuel</td>
<td>58 / 42</td>
<td>$73,432.49</td>
<td>$62,030.51</td>
<td>$125,463.00</td>
<td></td>
<td>58.03%</td>
</tr>
<tr>
<td>Driver Training &amp; Certifications</td>
<td>58 / 42</td>
<td>$500.00</td>
<td>$4,420.00</td>
<td>$5,000.00</td>
<td></td>
<td>11.60%</td>
</tr>
<tr>
<td>Uniforms</td>
<td>58 / 42</td>
<td>$1,805.00</td>
<td>$2,105.00</td>
<td>$4,000.00</td>
<td></td>
<td>47.33%</td>
</tr>
<tr>
<td>Vehicle Licenses</td>
<td>58 / 42</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td></td>
<td>0.00%</td>
</tr>
<tr>
<td>In-Kind (Ops/Intercity)</td>
<td>58 / 42</td>
<td>$1,996.10</td>
<td>$26,375.60</td>
<td>$18,379.40</td>
<td>$46,755.00</td>
<td>50.69%</td>
</tr>
</tbody>
</table>

**Total Operating/Intercity Costs**

|                       | $18,272.97 | $405,605.30 | $171,202.70 | $576,808.00 | 70.32% |

**Revenue Earned is Fares**

|                       | $2,791.36   | $48,454.95  | ($8,454.95) | $40,000.00 | 121.14% |

**Net Operating Costs**

|                       | $13,481.61  | $357,150.35 | $179,657.65 | $356,888.00 | 66.53% |

**Operating Local Share**

|                       | $3,567.23   | $94,504.08  | $47,537.41  | $142,030.40 | 66.53% |

**Operating Federal Share**

|                       | $4,926.18   | $130,502.74 | $65,646.91  | $196,149.64 | 66.53% |

**Intercity Local Share**

|                       | $2,695.04   | $55,501.16  | $27,918.80  | $83,419.96  | 66.53% |

**Intercity Federal Share**

|                       | $2,893.15   | $78,644.47  | $38,554.53  | $115,190.00 | 66.53% |
If you do not receive intercity funds, enter 0

If you receive intercity funds, enter the amount of intercity Federal share

A link to the intercity in-kind calculator is provided.
Intercity - National Intercity Map

https://www.bts.gov/geospatial-portal/intercity-busing/intercity-bus-atlas
Intercity - National Intercity Map

- Developed by the Bureau of Transportation Studies
- National intercity map;
- Agencies publish data compliant to the General Transit Feed Specification (GTFS)
  - includes operational information about stops, routes, trips, schedules, fares, and transfers
- Help interline systems and services
- Aids in planning improvements

https://www.bts.gov/geospatial-portal/intercity-busing/intercity-bus-atlas
National Transit Database (NTD)
National Transit Database
NTD – Everyone’s favorite database

- Nation’s primary source for information on transit systems
- NTD performance data are used to apportion over $5 billion annually
- You are responsible for your data
- Data helps tell your story

Self Reporting Agencies

- Self-reporting Agencies: any agency that receives FTA funding directly as well as from ADOT
  - Tribes
  - Urban areas

ADOT will provide key financial data and will work with your finance department to verify the figures your data
National Transit Database - Modes

- Bus (MB)
- Commuter Bus (CB)
- Demand Response (DR)
- Vanpool (VP)
- Other
National Transit Database Reporting Requirements

- NTD Forms – Reduced Reporting (RR-20)
- CARES Act and ARP Funding Data - NEW
- Separation by Mode
  - Unlinked passenger trips
  - Annual vehicle revenue hours and miles
  - Subrecipients must first report their direct costs, or costs that can be easily attributable to one mode, to the respective mode/TOS. Afterwards, for their indirect or shared costs, they can use an allocation method (i.e. allocate by VRM).
# Purpose:
To ensure accurate NTD reporting

## Performance Data by Mode

<table>
<thead>
<tr>
<th>Mode</th>
<th>Vehicle Revenue Miles</th>
<th>Deadhead Miles</th>
<th>Vehicle Revenue Hours</th>
<th>Regular Unlinked Passenger Trips</th>
<th>Sponsored Unlinked Trips Demand Only</th>
<th>Demand Response / Complementary Paratransit Total Trips</th>
<th>Passenger Paid Fare Revenue</th>
<th>Organization Paid Fare Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Commuter Bus (CB) / Intercity</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>Demand Response / Complementary Pertransit</td>
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<td>$0</td>
<td>$0</td>
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<tr>
<td>Vanpool (VP)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td></td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

Performance Data Total Fare Revenue: $0

Fare Revenue Reported for the Month: $0
National Transit Database
Reimbursement Request Form

As many costs as possible MUST be allocated directly to a mode (i.e. maintenance for a vehicle, etc.)

### Direct Expenses by Mode - THIS MAY NOT BE ALLOCATED

<table>
<thead>
<tr>
<th></th>
<th>Admin</th>
<th>Operating</th>
<th>Preventive Maintenance</th>
<th>Other Capital</th>
<th>CARES Act Operating</th>
<th>CARES Act Intercity</th>
<th>CARES Act Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0</td>
</tr>
<tr>
<td>Commuter Bus (CB) / Intercity</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0</td>
</tr>
<tr>
<td>Demand Response / Complementary Paratransit</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0</td>
</tr>
<tr>
<td>Vanpool (VP)</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0</td>
</tr>
</tbody>
</table>

### Allocated Expenses by Mode

<table>
<thead>
<tr>
<th></th>
<th>Admin</th>
<th>Operating</th>
<th>Preventive Maintenance</th>
<th>Other Capital</th>
<th>CARES Act Operating</th>
<th>CARES Act Intercity</th>
<th>CARES Act Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Commuter Bus (CB) / Intercity</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Demand Response / Complementary Paratransit</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Vanpool (VP)</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>
Procurement
Procurement Challenges

- Federal Language: include in all procurement activities
- LPA-DBE Contract Reporting
Contracting Opportunities

- Operations
- Vehicle Maintenance
- Fuel
- Cleaning & Janitorial
- Facility Maintenance and Inspection

- Contract Services
- Accounting Services
- Payroll Services
- Additional Temp Staff
- Driver Uniforms
Maximum Thresholds (Federal)

- Micro Purchase < $10,000 or construction < $2,000
- Small Purchase > $10,000 and < $250,000
- Competitive Bidding process for $250,000+
- Please follow your agency guidelines as long as they are below these maximums
- If your agency has adopted the State’s procurement policy, you must offer a competitive bid if the total value will exceed $100,000
Micro-Purchase Below $10,000 (Federal)

- What’s involved?
- **Best Procurement Guidelines** recommend identifying a list of potential vendors and rotating among them to include DBEs.
Small Purchase $10,000 - <$250,000 (Federal)

- Three Quotes Minimum
- Federal Clauses and Certifications
- Use RTAP’s Procurement Pro + ADOT clauses
  - ADOT will be creating a state portal within Procurement Pro
  - Refer to your ADOT Agreement
> $250,000 + purchases

- Bid type process must be followed
- Use RTAP’s Procurement Pro + ADOT clauses and Federal Clauses and Certifications
- ICE - Independent Cost Estimate
- Buy America materials
- State Procurement office purchases
- Joint Procurement
- Coordinate with ADOT Program Manager
>$250,000 + purchases

Bid Cover Page

- Include Assistance Listing and Number - “Assistance Listing 20.509 Formula Grants for Rural Areas” (formerly CFDA) in your bid document
- Award number and year
- Funding by Federal Transit Administration
- Pass through entity (ADOT)
Federal Contract Language in ALL Procurements

• Purchase Orders - Must include the language
• Where is the Federal Language?
  • ADOT Agreement with your Agency (Egrants)  [https://azdot.gov/node/5506](https://azdot.gov/node/5506)
  • ADOT’s DBE website for LPA/Subrecipients
  • Procurement Pro (located on National RTAP website)
ARS 41 – State Government

• >$100,000 - made with such competition as is practicable under the circumstances

• < $100,000 - restricted, if practicable, to small businesses - rotate the small business solicited. If not practicable, a determination setting forth the reasons must be in the contract file.

• It matters what you are procuring – if in doubt, check with your Program Manager
Procurement Pro 2.0

- Updated to request essential information for
- Full version includes federal requirements & checklist
- Short version includes all required federal clauses and certificates
Procurement Pro 2.0

- ADOT requires additional language
- State portal – upcoming!
- Type of procurement
- Method being used for procurement
Procurement Pro 2.0

- Provide the cost of the project
- Federal Clauses & Certificates will be based on FTA’s procurement threshold
- Refer to your own entity’s policies
Transit Asset Management
What is Transit Asset Management (TAM)?

- **Goal = State of Good Repair (SGR)**
  - The ability to maintain assets in a well-performed condition to provide efficient, reliable and safe service.
- **Business model**
- **Condition of assets**
- **Guides prioritization of funding**
- **ADOT’s TAM is online**
Benefits of TAM

• Improved transparency and accountability
• Optimized capital investment and maintenance decisions
• More data-driven maintenance decisions
• Potential safety benefits
TAM Plan Elements

1. Inventory of Capital Assets
2. Condition Assessment
3. Decision Support Tools
4. Investment Prioritization
5. TAM and SGR Policy
6. Implementation Strategy
7. List of Key Annual Activities
8. Identification of Resources
9. Evaluation plan

All Providers
Tier I & II
(1-4)

Tier I Only
(5-9)

Will review elements 1 – 4 in the next slides
1 - Inventory of Capital Assets (Tier II)

• A listing of all capital assets;
  • Owned by the transit provider
  • Equipment > $50,000 in value
    • Construction, service vehicles and maintenance
  • Rolling stock
  • Facilities
    • Support Facilities, Passenger Facilities (not small bus shelters), Parking Facilities
  • Include assets acquired without FTA Funds
2 - Condition Assessment

• A rating of the inventoried assets
  e.g., age; good/fair/poor; percentage of residual life
• Use ratings to monitor performance and plan capital investment
• Condition assessments may include natural/climate hazards
3 - Decision Support Tool

- List analytical process used to make investment prioritization
  - To estimate capital investment needs over time
  - To assist in prioritization
4 – Investment Prioritization

• A ranked listing of proposed projects and programs
  By year of planned implementation

• Prioritization locally determined
  Based on policy and need

• Must adequately consider
  Identified unacceptable safety risks
  Accessibility requirements

• Fiscally constrained based upon estimated funding
TAM Plan Timeframes

- ADOT’s plan was completed by October 1, 2018
- Must be updated by October 1, 2022.
Useful Life Benchmark (ULB)

- Expected lifecycle for capital assets within an agency’s operating environment, or the acceptable period of use in service for an agency’s operating environment
- Accounts for a provider’s unique operating environment (i.e. geography, service frequency, etc.)
- FTA default ULB values
- ADOT Group TAM Plan identifies years and mileage.
ADOT Transit’s Useful Life Benchmark (ULB)

<table>
<thead>
<tr>
<th>Asset Category/Class</th>
<th>Total Number</th>
<th>Average Age</th>
<th>Average Mileage</th>
<th>ADOT Useful Life Benchmark</th>
<th>ADOT Useful Life Benchmark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue Vehicles</td>
<td>171</td>
<td>5.9</td>
<td>148,274</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AO - Automobile</td>
<td>1</td>
<td>2.0</td>
<td>17,047</td>
<td>8</td>
<td>100,000</td>
</tr>
<tr>
<td>BU - Bus</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>14</td>
<td>500,000</td>
</tr>
<tr>
<td>CU - Cutaway Bus</td>
<td>134</td>
<td>5.9</td>
<td>157,308</td>
<td>10</td>
<td>400,000</td>
</tr>
<tr>
<td>FB - Ferryboat</td>
<td>0</td>
<td>-</td>
<td>-</td>
<td>10</td>
<td>200,000</td>
</tr>
<tr>
<td>MB - Mini-bus</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>10</td>
<td>200,000</td>
</tr>
<tr>
<td>MV - Mini-Van</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>8</td>
<td>100,000</td>
</tr>
<tr>
<td>SV - Sport Utility Vehicle</td>
<td>3</td>
<td>2.3</td>
<td>31,193</td>
<td>8</td>
<td>100,000</td>
</tr>
<tr>
<td>VN - Van</td>
<td>33</td>
<td>6.4</td>
<td>126,213</td>
<td>8</td>
<td>100,000</td>
</tr>
</tbody>
</table>

ADOT is utilizing Useful Life Benchmarks for vehicles based upon years or mileage whichever occurs first.
# Vehicle Performance Measures

## Performance Targets and Measures

ADOT has developed the following performance targets and measurements based upon the transit assets currently held by our subrecipients.

<table>
<thead>
<tr>
<th>Asset Category - Performance Measure</th>
<th>Asset Class</th>
<th>2019 Target</th>
<th>2020 Target</th>
<th>2021 Target</th>
<th>2022 Target</th>
<th>2023 Target</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE VEHICLES</strong></td>
<td><strong>AB - Articulated Bus</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Age</strong> - % of revenue vehicles</td>
<td><strong>AO - Automobile</strong></td>
<td>30%</td>
<td>28%</td>
<td>28%</td>
<td>26%</td>
<td>26%</td>
</tr>
<tr>
<td>within a particular asset class</td>
<td><strong>BR - Over-the-road Bus</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>that have met or exceeded their</td>
<td><strong>BU - Bus</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Useful Life Benchmark (ULB)</td>
<td><strong>CU - Cutaway Bus</strong></td>
<td>30%</td>
<td>28%</td>
<td>28%</td>
<td>26%</td>
<td>26%</td>
</tr>
<tr>
<td></td>
<td><strong>FB - Ferryboat</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>MB - Mini-bus</strong></td>
<td>30%</td>
<td>28%</td>
<td>28%</td>
<td>26%</td>
<td>26%</td>
</tr>
<tr>
<td></td>
<td><strong>MV - Mini-van</strong></td>
<td>30%</td>
<td>28%</td>
<td>28%</td>
<td>26%</td>
<td>26%</td>
</tr>
<tr>
<td></td>
<td><strong>RT - Rubber-tire Vintage</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>SB - School Bus</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>**SV - Sport Utility Vehicle</td>
<td>30%</td>
<td>28%</td>
<td>28%</td>
<td>26%</td>
<td>26%</td>
</tr>
<tr>
<td></td>
<td><strong>TB - Trolleybus</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>VN - Van</strong></td>
<td>30%</td>
<td>28%</td>
<td>28%</td>
<td>26%</td>
<td>26%</td>
</tr>
</tbody>
</table>
# Equipment & Facilities Performance Measures

<table>
<thead>
<tr>
<th>Asset Category - Performance Measure</th>
<th>Asset Class</th>
<th>2019 Target</th>
<th>2020 Target</th>
<th>2021 Target</th>
<th>2022 Target</th>
<th>2023 Target</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EQUIPMENT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Age - % of vehicles that have met or exceeded their Useful Life Benchmark (ULB)</td>
<td>Non Revenue/Service Automobile</td>
<td>50%</td>
<td>50%</td>
<td>50%</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td></td>
<td>Steel Wheel Vehicles</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Trucks and other Rubber Tire Vehicles</td>
<td>50%</td>
<td>50%</td>
<td>50%</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td><strong>FACILITIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Condition - % of facilities with a condition rating below 3.0 on the FTA Transit Economic Requirements Model (TERM) Scale</td>
<td>Administration</td>
<td>20%</td>
<td>20%</td>
<td>20%</td>
<td>20%</td>
<td>20%</td>
</tr>
<tr>
<td></td>
<td>Maintenance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Parking Structures</td>
<td>20%</td>
<td>20%</td>
<td>20%</td>
<td>20%</td>
<td>20%</td>
</tr>
<tr>
<td></td>
<td>Passenger Facilities</td>
<td>20%</td>
<td>20%</td>
<td>20%</td>
<td>20%</td>
<td>20%</td>
</tr>
</tbody>
</table>
Summary of 5311 TAM Rolling Stock

Chapter 3 – Condition Assessment

Asset information is reported as of June 30, 2018. Assets have been excluded for all subrecipients exercising the option to develop a local TAM plan.

Asset Condition Summary

<table>
<thead>
<tr>
<th>Asset Category/Class</th>
<th>Count</th>
<th>Average Age</th>
<th>Average Mileage</th>
<th>Average TERM Condition</th>
<th>Average Value</th>
<th>% At or Past ULB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue Vehicles</td>
<td>171</td>
<td>5.9</td>
<td>148,274</td>
<td>3.28</td>
<td>$114,511.74</td>
<td>24.61%</td>
</tr>
<tr>
<td>AO - Automobile</td>
<td>1</td>
<td>2.0</td>
<td>17,047</td>
<td>5</td>
<td>$28,000.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>CU - Cutaway Bus</td>
<td>134</td>
<td>5.9</td>
<td>157,308</td>
<td>3.34</td>
<td>$126,162.85</td>
<td>18.12%</td>
</tr>
<tr>
<td>DB - Double Decked Bus</td>
<td>0</td>
<td>-</td>
<td>-</td>
<td>N/A</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>FB - Ferryboat</td>
<td>0</td>
<td>-</td>
<td>-</td>
<td>N/A</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>SV - Sport Utility Vehicle</td>
<td>3</td>
<td>2.3</td>
<td>31,193</td>
<td>2.6</td>
<td>$37,300.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>VN - Van</td>
<td>33</td>
<td>6.4</td>
<td>126,213</td>
<td>3.36</td>
<td>$67,295.70</td>
<td>46.81%</td>
</tr>
<tr>
<td>Equipment</td>
<td>2</td>
<td>8.5</td>
<td>129,500</td>
<td>3</td>
<td>$38,250.00</td>
<td>100.00%</td>
</tr>
<tr>
<td>Trucks and other Rubber Tire Vehicles</td>
<td>2</td>
<td>8.5</td>
<td>129,500</td>
<td>3</td>
<td>$38,250.00</td>
<td>100.00%</td>
</tr>
<tr>
<td>Facilities</td>
<td>5</td>
<td>8.0</td>
<td>N/A</td>
<td>4.2</td>
<td>$1,167,671.80</td>
<td>N/A</td>
</tr>
<tr>
<td>Administration</td>
<td>3</td>
<td>8.7</td>
<td>N/A</td>
<td>4.3</td>
<td>$1,332,082.33</td>
<td>0.00%</td>
</tr>
<tr>
<td>Maintenance</td>
<td>2</td>
<td>7.0</td>
<td>N/A</td>
<td>4.0</td>
<td>$921,056.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Parking Structures</td>
<td>0</td>
<td>-</td>
<td>N/A</td>
<td>-</td>
<td>-</td>
<td>N/A</td>
</tr>
<tr>
<td>Passenger Facilities</td>
<td>0</td>
<td>-</td>
<td>N/A</td>
<td>-</td>
<td>-</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Transit Economic Requirements Model (TERM) scale
5 = excellent
4 = good
3 = fair
2 = poor
1 = failure
Jill Dusenberry, Transit Group Manager
Office: 602.712.8243
Email: jdusenberry@azdot.gov
Vehicles: Dispositions, Lien Releases & Accident Reporting
## Minimum Useful Life of a Vehicle

<table>
<thead>
<tr>
<th></th>
<th>4 years / 100,000 miles</th>
<th>5 years / 200,000 miles</th>
<th>7 -10 years / 400,000 miles*</th>
<th>10-12 years / 350-500,000 miles*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vans (up to 15 passengers)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mini buses (up to 30 passengers)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Buses (over 30 passengers or 30 ft. vehicles)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heavy Duty Buses 35-40 Foot</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*May be established at time of purchase per the manufacturers expected useful life where applicable.

Grantees are expected to use equipment up to its useful life or the duration of their contract. When vehicles have reached the end of their useful life and the grantee is disposing of the property, the grantees are required to submit a lien release request to ADOT. Grantees cannot sell, discard transfer or dispose of equipment without formal lien release approval from ADOT. Lien release will occur prior to disposition of equipment. Otherwise, the equipment will remain on lien.
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
Vehicle Maintenance Plans

• 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 & Intervals

<table>
<thead>
<tr>
<th>Date</th>
<th>Mileage</th>
<th>Interval mileage</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bus 9</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/22/2017</td>
<td>211,470</td>
<td>3,018</td>
</tr>
<tr>
<td>2/22/2017</td>
<td>208,452</td>
<td>3,161</td>
</tr>
<tr>
<td>1/23/2017</td>
<td>205,291</td>
<td>2,858</td>
</tr>
<tr>
<td>12/29/2016</td>
<td>202,433</td>
<td>2,824</td>
</tr>
<tr>
<td>4/20/2016</td>
<td>199,609</td>
<td>3,088</td>
</tr>
<tr>
<td>3/22/2016</td>
<td>196,521</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Mileage</th>
<th>Interval mileage</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bus 26</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/25/2017</td>
<td>52,759</td>
<td>6,195</td>
</tr>
<tr>
<td>12/12/2016</td>
<td>46,564</td>
<td>5,353</td>
</tr>
<tr>
<td>10/3/2016</td>
<td>41,211</td>
<td>5,036</td>
</tr>
<tr>
<td>7/13/2016</td>
<td>36,175</td>
<td>3,076</td>
</tr>
<tr>
<td>6/22/2016</td>
<td>33,099</td>
<td>4,842</td>
</tr>
<tr>
<td>5/16/2016</td>
<td>28,257</td>
<td>5,156</td>
</tr>
<tr>
<td>4/8/2016</td>
<td>23,101</td>
<td>5,691</td>
</tr>
<tr>
<td>2/26/2016</td>
<td>17,410</td>
<td>4,512</td>
</tr>
<tr>
<td>1/25/2016</td>
<td>12,898</td>
<td>4,853</td>
</tr>
</tbody>
</table>
# Maintenance Schedule Sample

## Maintenance Chart

Refer to the Maintenance Schedules on the following pages for the required maintenance intervals.

<table>
<thead>
<tr>
<th>Mileage or time passed (whichever comes first)</th>
<th>20,000</th>
<th>30,000</th>
<th>40,000</th>
<th>50,000</th>
<th>60,000</th>
<th>70,000</th>
<th>80,000</th>
<th>90,000</th>
<th>100,000</th>
<th>110,000</th>
<th>120,000</th>
<th>130,000</th>
<th>140,000</th>
<th>150,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Or Years:</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>Or Kilometers:</td>
<td>32,000</td>
<td>48,000</td>
<td>64,000</td>
<td>80,000</td>
<td>96,000</td>
<td>112,000</td>
<td>128,000</td>
<td>144,000</td>
<td>160,000</td>
<td>176,000</td>
<td>192,000</td>
<td>208,000</td>
<td>224,000</td>
<td>240,000</td>
</tr>
</tbody>
</table>

## Additional Inspections

<table>
<thead>
<tr>
<th>Inspection</th>
<th>20,000</th>
<th>30,000</th>
<th>40,000</th>
<th>50,000</th>
<th>60,000</th>
<th>70,000</th>
<th>80,000</th>
<th>90,000</th>
<th>100,000</th>
<th>110,000</th>
<th>120,000</th>
<th>130,000</th>
<th>140,000</th>
<th>150,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspect the CV joints.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Inspect front suspension, tie rod ends, boot seals, and replace if necessary.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Inspect the brake linings, parking brake function.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
Vehicle Disposition

- Complete form and include any supporting documentation in an email to your ADOT PM
- Please provide feedback on form!
Vehicle Disposition

VEHICLE INFORMATION FORM

ADOT Multimodal Planning Division
206 S. 17th Ave, MD 3108, 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

<table>
<thead>
<tr>
<th>ADOT Identified Vehicle Type (e.g. Cutoff With 1/1)</th>
<th>Vehicle Make and Model</th>
<th>Vehicle Model Year</th>
<th>Current Vehicle Mileage</th>
<th>Delivery Date/ Data Prior to Service</th>
<th>Date removed from Service</th>
<th>VIN Number</th>
<th>Original Purchase Year with Identified Federal/ Local Match Factor</th>
<th>Original Funding Year (Year of Award/ Agreement)</th>
<th>Original Agreement Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

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

Requested Method of Disposition

For Coordination Purposes:
- Bike Rack
- Ramp or Lift
- Trailer
- Under Warranty

# of Seating Areas
- # of Seats
- Fuel Type
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 Lien Release

- Complete the Vehicle Disposal Form and send to your ADOT PM
- Requires written permission from your ADOT PM to proceed
  - Has vehicle reached Useful Life criteria?
  - Reason for lien release
  - What will be done with the vehicle once lien is released?
Vehicle Transfer

• Requires approval from ADOT Program Manager
• Identify Vehicle being transferred
• Make sure you have necessary documents to complete transfer
  ❑ ADOT Equipment Services Inspection Report
  ❑ All payments have been received
  ❑ Possible Lien Release for Clear Title
  ❑ Power of Attorneys
Vehicle Accident Reporting

FTA Drug & Alcohol testing is required when:

1. Fatality of any individual involved, or
2. When any individual involved receives immediate medical treatment away from the scene, or
3. When any vehicle involved is transported away from the scene due to disabling damage
Vehicle Accident Reporting, con’t

• Any accident must be reported within 24 hours. If the accident occurs on a weekend or holiday, a report must be filed on the next regularly scheduled workday.

• Accident Investigation Report from Transit Agency, Passenger Comment Card(s) and Police Report

• Make, Year, Model, VIN and Photos of Damage

• Estimates for Repair
  • If vehicle is a Total Loss ADOT will have to coordinate with the Insurance company

• Provide Final Documentation of Insurance Claim outcome
AZMVD Now account [https://azmvdnow.gov/home](https://azmvdnow.gov/home)
Sign into AZ MVD Now

Sign in with a Social Account

Google

Sign in with Email

Email Address

Password

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).

https://azmvdnow.gov/home
AZMVD Now account [https://azmvdnow.gov/home](https://azmvdnow.gov/home)

Activate as an Organization

Vehicle Dealers

To activate AZ MVD Now as a vehicle dealer, complete Form 15-0702 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 user’s email application will start a new email) Missing information will delay the set up of your account.
Permanent 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
Insurance Requirements
Updated Insurance Process

- The insurance checklist is now required for insurance renewals (yearly)
- New Vehicle Insurance (prior to receipt of vehicle)
- New email address: mlb_mpd@azdot.gov
- The checklist can be found at: https://azdot.gov/transitguidebooks
Helpful Documents

- Insurance Checklist
- Current Insurance requirements (Application Exhibit G and / or Guidebook
- Copy of accepted insurance from prior year
Insurance Checklist

5310 / 5311 TRANSIT GRANT AGREEMENT INSURANCE CHECKLIST

INSTRUCTIONS/TIPS/INFORMATION TO EASE THE INSURANCE PROCESS

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 ADOT Risk Management at mlb_mpd@azdot.gov. Please include the Agreement Number in the subject line.
EXHIBIT G INSURANCE

EXHIBIT G
INSURANCE (RISK MANAGEMENT) REQUIREMENTS
(EFFECTIVE 9/01/2010)

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


### Commercial Liability & Physical Damage Coverage

#### Exhibit G  Combined Single Limit Auto Liability (CSL)

<table>
<thead>
<tr>
<th>Passenger Count</th>
<th>Liability Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Four (4) or fewer passengers</td>
<td>$1,000,000</td>
</tr>
</tbody>
</table>

#### Physical Damage Coverage

- $5,000 - Maximum Comprehensive Deductible
- $5,000 - Maximum Collision Deductible

---

**CERTIFICATE OF INSURANCE (OR EVIDENCE OF SELF-INSURANCE)**

- Certificate of Insurance
- Evidence of self-insurance (include required additional insured, waiver, primary/non-contributory language)

Recipient Initials: [ ]

*Certificate Holder should read: The State of Arizona or ADOT, 1324 N. 22nd Ave., Phoenix, AZ 85009*
Commercial General Liability - Occurrence Form (as applicable)

Exhibit G

- General Aggregate - $2,000,000
- Personal and Advertising Injury - $1,000,000
- Blanket and Contractual Liability - written and oral - $1,000,000
- Damage to Rented Premise - $50,000
- Each Occurrence - $1,000,000

<table>
<thead>
<tr>
<th>COMMERCIAL GENERAL LIABILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Additional Insured endorsement form / policy section / self-insurance language</td>
</tr>
<tr>
<td>☐ Waiver of Subrogation endorsement form / policy section / self-insurance language</td>
</tr>
<tr>
<td>☐ Primary and Non-Contributory endorsement form / policy section / self-insurance language</td>
</tr>
</tbody>
</table>

Recipient Initials_________
Workman’s Compensation and Employers Liability
(if applicable)

Exhibit G

- Each Accident - $500,000
- Disease - Each Employee - $500,000
- Disease - Policy Limit - $1,000,000

WORKER’S COMPENSATION

☐ Waiver of Subrogation endorsement form or self-insurance language

Recipient Initials__________
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
# Common Insurance Challenges

<table>
<thead>
<tr>
<th>Yearly Renewals</th>
<th>New Vehicles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incorrect or No endorsements</td>
<td>Vehicle VIN or description not included</td>
</tr>
<tr>
<td>included</td>
<td></td>
</tr>
<tr>
<td>Checklist required</td>
<td>ADOT not listed as add’l insured</td>
</tr>
<tr>
<td>Insurance cards are not</td>
<td>Insurance cards are not acceptable proof</td>
</tr>
<tr>
<td>acceptable proof</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Time from issued to vehicle delivered</td>
</tr>
</tbody>
</table>
Insurance Compliance Reminders

- Recognize your insurance renewal date (calendar)
- Use available forms and resources
- Communicate with your insurance provider and/or internal staff (who procures insurance)
- Two different processes
- If you contract out the operation of your vehicles, you along with your contractor must follow the insurance requirements.
Rural Transit Assistance Program (RTAP)
Rural Transportation Assistance Program (RTAP)

- Training and training materials are funded
- Reimbursable at 100%
- RTAP must be approved 30 days prior to attendance
- Refer to RTAP Handbook for specific requirements and State travel policy
RTAP Policy

- Unlimited driver and dispatch training
- 5 other training events per year per agency
- 2 out-of-state events per year, must include written approval
- Refer to RTAP Handbook for specific requirements and State travel policy
- Request for PASS training books can be submitted through ADOT or CTAA
RTAP: State Travel Policy

Welcome to GAO Travel

As of September 1, 2020, Arizona Hotel Rates Remain Unchanged (News Bulletin)

Travel Policy (See SAAM Topic 50)

Travel Policy Computer Based Training (CBT) – available in TraCorp

Did You Know? - A Guide for State Travelers


Travel Memoranda

Current Arizona State Reimbursement Rates (See SAAM 5095)

Former Arizona State Reimbursement Rates (See SAAM Archive 5095)

Current Alaska, Hawaii and Overseas Rates – Lodging and Meal Index

- Search under the “CONTIGUOUS UNITED STATES” for Federal maximum lodging rates in the contiguous United States. Local meals, nonconventional meals, incidentals and per diem rates do not apply.

Webpage Link: https://gao.az.gov/travel/welcome-gao-travel
RTAP: State Travel Policy

• Also refer to State travel policy for additional information
  • Reimbursement rates
  • Lodging
  • Meals
  • Transportation
• Must be 50+ miles from training site to be eligible to reimburse
RTAP Website

Website Page: https://www.nationalrtap.org/News/National-RTAP-News
Welcome to the Transit Manager's Toolkit

Welcome to the National RTAP Transit Manager's Toolkit! This online toolkit was developed to give new transit managers the information they will need on day one to ensure their rural transit organizations are operating smoothly and are in compliance with the federal regulations associated with receiving Federal Transit Administration (FTA) Section 5311 funding.

While this toolkit will cover a number of topics regarding compliance, it is important to note that this list is not exhaustive, and transit managers should not rely on this toolkit alone to ensure they are meeting all federal requirements. Currently, the toolkit focuses on the federal regulations in place as of February 2019, with the Fixing America's Surface Transportation (FAST) Act of 2015 being the most recent authorization of the transportation programs of the U.S. Department of Transportation.

The toolkit contains the following section categories: Administration, Operations and Planning, and Compliance. To view the topics included in each section, see the table of contents below or click on any of the sections in the left toolbar to expand your navigation options. The content of full toolkit can be downloaded as a PDF if you would like to save or print the material. Federal circulars are referenced throughout the toolkit, and to learn more about what a circular is, access a list of circulars that are relevant to transit managers in the Federal Regulations and Circulars section.

We will be adding to this toolkit additional guidance is issued and new topics arise. If you find that this toolkit does not cover a topic that you are looking for, feel free to use the Suggest a Topic form to submit your topic idea.

Visit www.nationalrtap.org/home for more information.
Most National RTAP training modules and all technical briefs are available in PDF format. Many resources are also available in multiple formats—Print: D: Disc E: eLearning. If viewing this catalog as a PDF, use the mouse to hover over any bold resource titles (or the words Instructor, Facilitator, Learner, Resource Guide, or Spanish) and use Ctrl + Click to access the link to that resource. Training modules in print and disc formats are available for shipment, free of charge, from our online Resource Library or by phone, email or chat. For eLearning, visit nationalrtap.org/Training/National-RTAP-eLearning.

To view the National RTAP resources that are most useful for each transit role, go to page 7 of this catalog.

**Recently Launched or Updated:**
- **Fundamental Financial Management for Rural Transit Providers,** July 2020
- **Essential Spanish for Rural Transit,** June 2020
- **ADA Toolkit,** June 2020

<table>
<thead>
<tr>
<th>Training Module</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 the Point Training</td>
<td>Quick refresher training cards for drivers on topics including defensive and distracted driving, drugs and alcohol, customer service, safety and the Americans with Disabilities Act. Spanish version available. <strong>P E</strong></td>
<td>2019</td>
</tr>
<tr>
<td>Boards That Perform</td>
<td>Addresses the rules, issues and responsibilities involved in being a transit board member <strong>P D</strong></td>
<td>2008</td>
</tr>
<tr>
<td>Customer Driven Service</td>
<td>Trains transit staff to provide excellent customer service in a variety of situations and understand steps they need to take to avoid customer service breakdowns and maintain positive morale. <strong>P D</strong></td>
<td>2011</td>
</tr>
<tr>
<td>Emergency Procedures for Rural Transit Drivers</td>
<td>Provides tools to prepare for and resolve on-the-road emergencies for drivers, such as accidents, natural disasters and hazardous materials. The print training manual was published in 2011 and the eLearning training was updated in 2019. <strong>P D E</strong></td>
<td>2011, 2019</td>
</tr>
</tbody>
</table>

/wwwnationalrtap.org/home
GTFS – Google Transit
3:15 PM - 3:49 PM (34 min)

Verde Lyre
3:15 PM from Sedona Municipal Parking Lot
$2.00

SCHEDULE EXPLORER

3:15 PM
Sedona
Arizona 86336

3:15 PM
Sedona Municipal Parking Lot

3:49 PM
Cottonwood Public Library

3:49 PM
Cottonwood
Arizona

Cost: $2.00

Tickets and information
Cottonwood Area Transit - Ticket information - 1 (520) 634-2287

These directions are for planning purposes only. You may find that construction projects, traffic, weather or other events may cause conditions to differ from the map results and you should plan your route accordingly. You must obey all signs or notices regarding your route.
National RTAP – GTFS Builder

https://www.nationalrtap.org/Web-Apps/GTFS-Builder
GTFS Static Overview

The General Transit Feed Specification (GTFS), also known as GTFS static or static transit, is a common format for public transportation schedules and associated geographic information. GTFS “feeds” let public transit agencies publish their transit data and developers write applications that consume that data in an interoperable way.

How do I start?

1. Take a look at the GTFS examples.
2. Create your own feeds using the reference as a guide.
3. Test your feed using validation tools.
4. Publish your feed, as described in the Help Center.

Overview of a GTFS feed

A GTFS feed is composed of a series of text files collected in a ZIP file. Each file models a particular aspect of transit information: stops, routes, trips, and other schedule data. The details of each file are defined in the GTFS reference.

An example feed can be found in the GTFS examples. A transit agency can produce a GTFS feed to share their public transit information with developers, who write tools that consume GTFS feeds to incorporate public transit information into their applications. GTFS can be used to power trip planners, time table publishers, and a variety of applications, too diverse to list here, that use public transit information in some way.

Making a Transit feed publicly available

Many applications are compatible with data in the GTFS format. The simplest way to make a feed public is to host it on a web server and publish an announcement that makes it available for use.

A list of transit agencies that provide public feeds is available on the Google Transit Data Feed project site.

https://developers.google.com/transit/gtfs/
The Complete Trip - Our Defining Vision

1. Trip planning
2. Traveling to station
3. Using station/stop
4. Boarding vehicles
5. Using vehicles
6. Leaving vehicles
7. Using the stop or transferring
8. Completing travel to destination
Planning Program

- On-call Planning Contact is available to ADOT Subrecipients.
- Contact your Program Manager if you want to use the On-Call.
- Task orders can be assigned for Planning, Marketing, Operations, and other professional services
Coordination

ADOT encourages the connections between private, public, and non-profit providers. Network connections should be reflective in your bus schedules. Mobility Managers can assist in facilitating coordination between systems. Intercity needs are increasing as private providers are unable to continue.
Interactive Portion - Use the Chat to Respond to Questions.

How is Driver Retention this year?

1. Easier
2. Harder
3. The Same
What other challenges do you have?

1. Local community support
2. Financial support
3. PPE or other supplies shortage
4. None of the Above
5. Other
Ridership

Has your service seen an increase in ridership, decrease or no change in recent months?

What do you attribute to the change or no change?
Permanent Changes for the Future

What are some changes that you currently have made as a result of the pandemic that you foresee continuing in the future?
Transit Tips

What advice do you wish you had known when you were new to transit?

Do you have any helpful tips of the trade you would share with someone new to transit?
Recap

- September 2022 Reimbursement Request must be submitted no later than **November 15, 2022**
- 5311 Formula, CARES and ARP funding will expire September 30, 2022 and **will not** roll over
- ADOT has a new vehicle contract with two vendors
- Annual insurance renewals now include a Checklist to submit
Upcoming Events

• AzTA ADOT Transit Conference
  • November 15 - 17, 2021, Mesa
• PASS Training after the conference
  • November 18th and 19th
• Drug & Alcohol Site Visits - TBD
• Site Visits/Monitoring – TBD
Questions & Answers
Thank you for joining us!

Masks Required through January 18, 2022