

5311 Rural Transit Program Implementation Workshop



Federal Transit
Administration

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.

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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:

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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

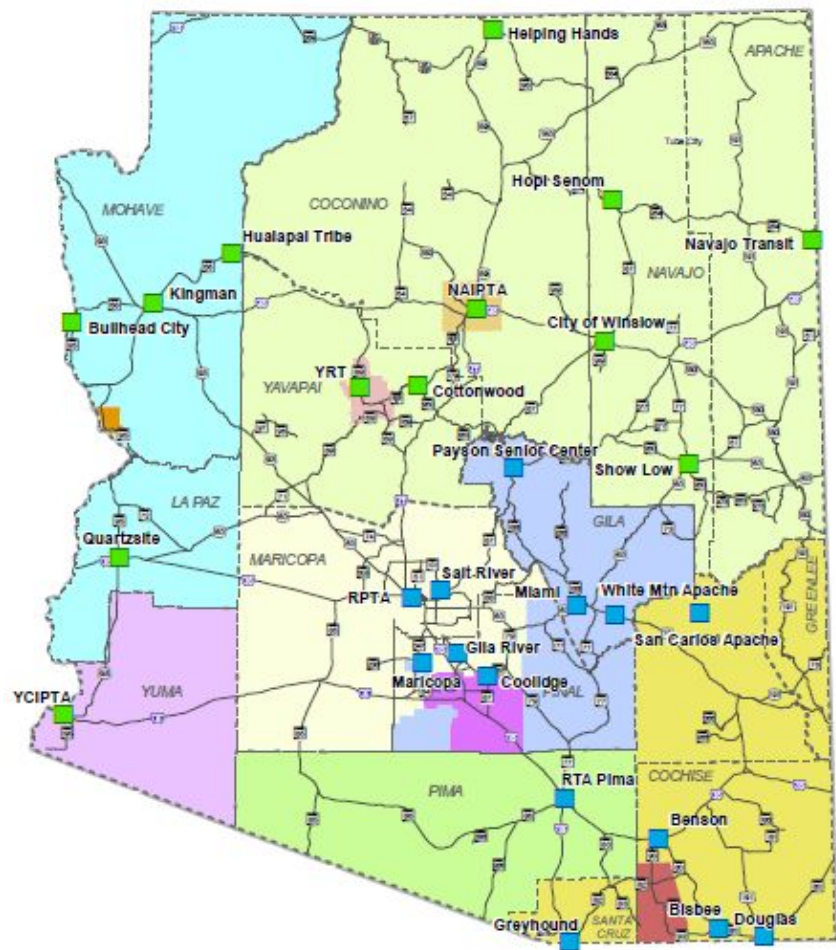
- Insurance
- Rural Transit Assistance Program
- Google Transit
- Upcoming Events
- Q & A

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

5311

Aubree Perry
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Shatawn Reed

State Safety Oversight

Brian Brinkley

5310

Sara Allred
Brian McCoy

Program Support

Ann Cochran – Program Analyst

Sarah Wuertz – Contract Specialist/RTAP Administrator

Edmund Shepard – Vehicles Management Analyst

Diane Ohde – Transit Grants Business Analyst Consultant



to the 5311 Program

Name	Agency
Toni Flood Sam St. Clair	City of Maricopa
Robert Weber	City of Sedona
Angel Lauve	City of Willcox
Pamela Tsinijinnie	City of Winslow
Amber Wagner Preston McLaughlin	Regional Transportation Authority of Pima County (RTA Pima)
Thomas Schultz	Yavapai Regional Transit (YRT)

Funding Overview

5311 Annual Funding

29 5311
sub-recipients in
Arizona

- 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

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

Activity	Funding
Operating (including Admin and Preventive Maintenance)	\$670,865
Intercity	\$1,907,779
State Administration (10% ADOT management)	\$295,654
Total	\$2,874,298
Funds to 15 Sub-recipients - through ADOT (includes Operating & Intercity)	\$2,578,644
Tribal Transfer	\$82,247
Total American Rescue Plan (ARP) Awarded	\$2,956,545












Grant Agreement Requirements

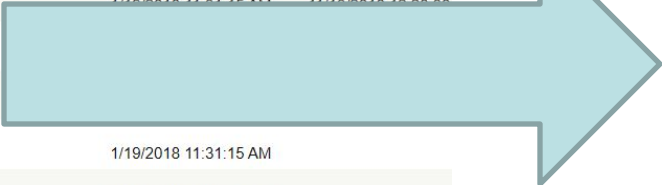
2nd Year End – 2020 Grant Agreement Administration

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**

Grant Agreement – egrants.azdot.gov

Agreement			
	Grant Agreement / Exhibits		
	Grant Agreement	1/19/2018 11:31:15 AM	Sarah Wuertz 11/9/2018 4:26:31 PM
	Signature Page for Grant Agreement	1/19/2018 11:31:15 AM	
	Attorney Determination	1/19/2018 11:31:15 AM	
	Upload	1/19/2018 11:31:15 AM	Sarah Wuertz 11/9/2018 4:26:31 PM
	Exhibit A		
	Exhibit B 5311		
	Exhibit C Responsibility Matrix	1/19/2018 11:31:15 AM	
	Exhibit D Procurement	1/19/2018 11:31:15 AM	
	Exhibit E Civil Rights	1/19/2018 11:31:15 AM	
	Exhibit F DBE	1/19/2018 11:31:15 AM	
	Exhibit G Insurance	1/19/2018 11:31:15 AM	
	Exhibit H NonTribal	1/19/2018 11:31:15 AM	



This is what
your agency
has signed &
agreed to

Grant Agreement – egrants.azdot.gov

Read the fine print...

- 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.



Your e-grants application

Federal Compliance Circular

- “Super” Circular [2 CFR 200](#)
- In December 2013, OMB published the [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), commonly referred to as “the Super Circular,” which applies to any organization receiving federal funding. It consolidated eight circulars into uniform regulations in Title 2 of the Code of Federal Regulations (CFR), specifically 2 CFR Part 200. The Super Circular applies to federal grants and agreements awarded on or after December 26, 2014. 2 CFR Part 200 was updated June 2, 2021.

Some circulars, but not all, have been updated to reflect the “super” circular. In the event of a conflict, the “super” circular supersedes.

FTA Circulars

Number	Name	Last updated	What is covers
C 4220.1F	<u>Third Party Contracting Guidance</u>	2013	Procurement requirements
C 4702.1B	<u>Title VI Requirements and Guidelines for Federal Transit Administration Recipients</u>	2012	Title VI requirements
C 4703.1	<u>Environmental Justice Policy Guidance for Federal Transit Administration Recipients</u>	2012	Environmental Justice
C 4704.1A	<u>Equal Employment Opportunity (EEO) Act: Guidance</u>	2017	EEO requirements
C 4710.1	<u>Americans with Disabilities Act (ADA): Guidance</u>	2015	ADA requirements

FTA Circulars

Number	Name	Last updated	What is covers
C 5010.1E	<u>Award Management Requirements</u>	2018	General requirements for all FTA grants
C 5100.1	<u>Bus and Bus Facilities Program: Guidance and Application Instructions (Section 5339)</u>	2015	Section 5339 requirements
C 9040.1G.	<u>Formula Grants for Rural Areas: Program Guidance and Application Instructions (Section 5311)</u>	2014	Section 5311 requirements
C 9070.1G	<u>Enhanced Mobility of Seniors and Individuals with Disabilities: Program Guidance and Application Instructions (Section 5310)</u>	2014	Section 5310 requirements
manual	<u>Best Practices Procurement & Lessons Learned Manual (Report 0105)</u>	2016	Procurement practices

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

CARES Act\ARP	Request Amount
Operating (CARES Act)	\$0
Intercity (CARES Act)	\$0
Capital (CARES Act)	\$0
Operating (ARP)	\$0
Intercity (ARP)	\$0
TOTAL	\$0

5311 Application - Reimbursement Request Form

New Section - ARP Funding

CARES Act\ARP	Match Ratio	Reimbursement Request	Fares / Deductions	Total Request	Contract Cumulative	Balance	Approved Budget
Operating (CARES Act)	100%	\$	\$				
Intercity (CARES Act)	100%	\$	\$				
Capital (CARES Act)	100%	\$	\$				
Operating (ARP)	100%	\$	\$				
Intercity(ARP)	100%	\$	\$				
TOTALS		\$	\$				

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 schoolbus 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

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

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



United States Department of Transportation
Federal Transit Administration
Map Navigation

FTA Charter Registration

FTA Charter Registration Website

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](#)

<https://ftawebprod.fta.dot.gov/CharterRegistration/Default.aspx?p=%252fCharterRegistration%252fCharter>

Intercity

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

Agency	Subsidized Route
City of Coolidge	Florence - Eloy
City of Show Low	Pinetop-Lakeside - Holbrook
Greyhound	Lordsburg - Phoenix Tucson - Nogales
Hopi	Hopi Tribal Complex - Flagstaff
RPTA	Buckeye - Ajo
RTA Pima	Ajo - Tucson
YCIPTA	San Luis - Yuma

Intercity - Reimbursement Request

Operating / Intercity funds	Match Ratio	Reimbursement Requests	Contract Cumulative	Balance	Approved Budget	% Expended	Pro Co
Supervisor(s)	58 / 42	\$3,406.40	\$71,489.98	(\$28,243.98)	\$43,246.00	165.31%	
Mechanic(s)	58 / 42		\$12,759.00	\$14,281.00	\$27,040.00	47.19%	
Driver Salaries	58 / 42	\$8,039.20	\$160,527.39	(\$31,941.39)	\$128,586.00	124.84%	
Fringe Benefits	58 / 42	\$2,831.27	\$54,936.81	(\$5,218.81)	\$49,718.00	110.50%	
Fuel	58 / 42		\$73,432.49	\$52,030.51	\$125,463.00	58.53%	
Driver Training & Certifications	58 / 42		\$580.00	\$4,420.00	\$5,000.00	11.60%	
Uniforms	58 / 42		\$1,895.00	\$2,105.00	\$4,000.00	47.38%	
Vehicle Licenses	58 / 42			\$1,000.00	\$1,000.00	0.00%	
In-Kind (Ops/Intercity)	58 / 42	\$1,996.10	\$28,375.60	\$18,379.40	\$46,755.00	60.69%	
Total Operating/Intercity Costs		\$16,272.97	\$405,605.30	\$171,202.70	\$576,808.00	70.32%	
Revenue Earned ie 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	\$536,808.00	66.53%	
Operating Local Share		\$3,567.23	\$94,501.98	\$47,537.41	\$142,039.40	66.53%	
Operating Federal Share		\$4,926.18	\$130,502.74	\$65,646.91	\$196,149.64	66.53%	
Intercity Local Share		\$2,095.04	\$55,501.16	\$27,918.80	\$83,419.96	66.53%	
Intercity Federal Share		\$2,893.15	\$76,644.47	\$38,554.53	\$115,199.00	66.53%	

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

Intercity - Reimbursement Request

Operating / Intercity funds	Match Ratio	Reimbursement Requests	Contract Cumulative	Balance	Approved Budget	% Expended	Project Complete <input type="radio"/> Yes <input checked="" type="radio"/> No
Operating Supplies	58 / 42	<input type="text" value="\$10,000.00"/>	\$10,000.00	\$344,648.00	\$354,648.00	2.82%	
Total Operating/Intercity Costs		\$10,000.00	\$10,000.00	\$344,648.00	\$354,648.00	2.82%	
Revenue Earned ie Fares		<input type="text" value="\$500.00"/>	\$500.00	\$147,251.00	\$147,751.00	0.34%	
Net Operating Costs		\$9,500.00	\$9,500.00	\$197,397.00	\$206,897.00	4.59%	
Total Federal		\$5,510.00	\$5,510.00	\$114,482.76	\$120,000.00	4.59%	
Intercity Federal Share		<input type="text" value="\$918.33"/>	\$918.33	\$19,081.67	\$20,000.00	4.59%	
Intercity Local Share		\$665.00	\$665.00	\$13,817.76	\$14,482.76	4.59%	
Operating Federal Share		\$4,591.67	\$4,591.67	\$95,408.55	\$100,000.00	4.59%	
Operating Local Share		\$3,325.00	\$3,325.00	\$69,088.95	\$72,413.79	4.59%	

If you do not receive intercity funds, enter 0

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

Reimbursement Intercity % requested	17%	Intercity % awarded	17%
Monthly Federal Intercity Amount based on Award	\$918.33	NOTE: Use Intercity worksheet if not using awarded intercity percent to calculate monthly federal intercity amount. Intercity/Inkind Calculation Worksheet	

A link to the intercity in-kind calculator is provided

Intercity - National Intercity Map

Ask-A-Librarian | A-Z Index

Bureau of Transportation Statistics

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Home

Intercity Bus Atlas

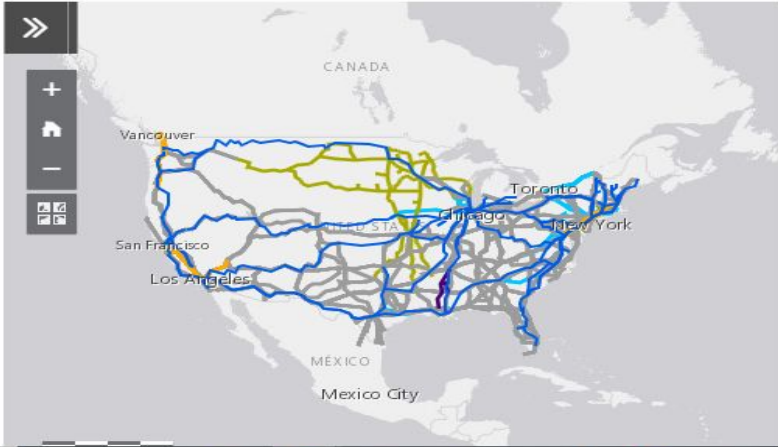
About the ICBA

Participation

Registration

Data, Maps, and Apps

Intercity Bus Atlas



Share

f t G +

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

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



**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

National Transit Database

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).

IMPORTANT

Must track by mode

- Passenger trips
- Revenue hours
- Revenue miles

National Transit Database

Reimbursement Request Form

REIMBURSEMENT PERFORMANCE DATA

[Click here to access the Status Change page.](#)

- Purpose:
To ensure
accurate
NTD
reporting

PERFORMANCE DATA BY MODE								
	Vehicle Revenue Miles	Deadhead Miles	Vehicle Revenue Hours	Regular Unlinked Passenger Trips	Sponsored Unlinked Passenger Trips Demand Response Only	Demand Response / Complementary Paratransit Total Trips	Passenger Paid Fare Revenue	Organization Paid Fare Revenue
Bus	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			<input type="text" value="\$0"/>	<input type="text" value="\$0"/>
Commuter Bus (CB) / Intercity	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			<input type="text" value="\$0"/>	<input type="text" value="\$0"/>
Demand Response / Complementary Paratransit	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>
Vanpool (VP)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			<input type="text" value="\$0"/>	<input type="text" value="\$0"/>
TOTALS	0	0	0	0			\$0	\$0
Performance Data Total Fare Revenue:								\$0
Fare Revenue Reported for the Month:								\$0.00

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							
	Admin	Operating	Preventive Maintenance	Other Capital	CARES Act Operating	CARES Act Intercity	CARES Act Capital
Bus	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0"/>
Commuter Bus (CB) / Intercity	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0"/>
Demand Response / Complementary Paratransit	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0"/>
Vanpool (VP)	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>
TOTALS	\$0	\$0	\$0	\$0	\$0.00	\$0.00	\$0
							Direct Expenses Total \$0.00

Allocated Expenses by Mode							
	Admin	Operating	Preventive Maintenance	Other Capital	CARES Act Operating	CARES Act Intercity	CARES Act Capital
Bus	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>
Commuter Bus (CB) / Intercity	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>
Demand Response / Complementary Paratransit	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>
Vanpool (VP)	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>
TOTALS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
							Allocated Expenses Total \$0

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>
 - 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

ProcurementPRO 2.0

[Back to Cloud Dashboard](#)

Projects Dashboard

Please ensure that popups are enabled for this website.

[+ New Project](#)

[Active](#) [Archived](#)

[Download All Federal Clauses](#)

Search:

⚡ Title	⚡ Created	⚡ Modified	Edit	Archive	Status	Download
No Applicable Documents						

[Previous](#) [Next](#)





1

Title

Info! In the Title field you cannot use special characters. All numbers and letters are allowed but no punctuation, dashes or other special characters. Example : \$#%,!>-/ x

2

Description

3

Who will be FUNDING this project

☐ Federal Government

4

Procurement Type

☐ Rolling Stock ☐ Materials & Supplies ☐ Professional Services ☐ Architecture ☐ Engineering ☐ Architectural & Engineering ☐ Operations & Management ☐ Construction

[Examples](#)[Help](#)

5

What is the TOTAL cost for this project?

\$.00

6

What is the METHOD of procurement you will be using for this project?

☐ Invitation for Bid (IFB) ☐ Request for Proposal (RFP) ☐ Request for Qualification (RFQ) ☐ Sole Source ☐ Piggyback ☐ Non-Competitive Quotation

[BACK](#)[X CLEAR](#)

ProcurementPRO



QuickPRO

This full version of ProcurementPRO 2.0 provides the federally-required clauses and certifications, as well as checklists and other documentation for your project. It allows you to edit your project; creates a printable document; and is organized by tabs to help you manage your project flow and files. Clicking this button will start you moving through the tabs of your project. You can save and come back to it at any time.

This is a shortened version of ProcurementPRO 2.0 built for those who wish only to download the federally-required clauses and certifications necessary for a given project. Clicking this button will download a PDF of the clauses and certifications and then will return you to the project dashboard, however you can choose to edit the project later to make use of the full version of the tool.

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 full...
- ADOT's TAM is online

Transit Asset Management

- [ADOT Inspections and Vehicle Procurement](#) ⓘ - October 2019
- [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](#) ⓘ

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)



Asset Inventory Detail

Revenue Vehicles

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

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.

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

Equipment & Facilities Performance Measures

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

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

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

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

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

**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

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 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	

Vehicle Disposition

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

[Home](#) » [Planning](#) » [Transit Programs and Grants](#) » [Program Handbooks, Applications and Awards](#)

Program Handbooks, Applications and Awards

[Overview](#) [Covid-19 & CARES Act](#) [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](#)

[Notice of Funding Availability for 5307 / 5339 Bus and Bus Facilities and Small Urban Competitive Funding Pool. Due May 18th 4PM](#)

Transit Asset Management

- [ADOT Inspections and Vehicle Procurement](#) - October 2019
- [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
- [ADOT Insurance Process Presentation](#) - April 14, 2021
- [5310 / 5311 Insurance Checklist](#)
- [Vehicle Inspection Form](#)
- [Vehicle Disposal Request Form](#)

Vehicle Disposition

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

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>

[Visit OpenBooks](#) [Ombudsman-Citizens Aide](#) [Get the facts on COVID-19](#) [AZ.Gov](#) [az.gov](#)

 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.

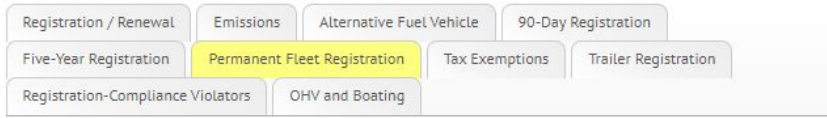


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Permanent Fleet Registration



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

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



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_mod@adot.gov. Please include the Agreement Number in the subject line.

CERTIFICATE OF INSURANCE (OR EVIDENCE OF SELF-INSURANCE)

☐ Certificate of insurance

OR

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

Subrecipient Initials: _____

*Certificate Holder should read: The State of Arizona or ADOT, 1324 N. 24th Ave., Phoenix, AZ 85009

COMMERCIAL GENERAL LIABILITY

☐ Additional Insured endorsement form / policy section / self-insurance language

☐ Waiver of Subrogation endorsement form / policy section / self-insurance language

☐ Primary and Noncontributory endorsement form / policy section / self-insurance language

Subrecipient Initials: _____

AUTOMOBILE COVERAGE

☐ Additional Insured endorsement form / policy section / self-insurance language

☐ Waiver of Subrogation endorsement form / policy section / self-insurance language

☐ Physical Damage coverage – Certificate of Insurance indicates maximum \$5000 collision and comprehensive deductible (does not apply to evidence of self-insurance)

Subrecipient Initials: _____

WORKER'S COMPENSATION

☐ Waiver of Subrogation endorsement form or self-insurance language

Subrecipient Initials: _____

Subrecipient Signature: _____ Date: _____

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.

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

Commercial Liability & Physical Damage Coverage

Exhibit G Combined Single Limit Auto Liability (CSL)

\$1,000,000 - Four (4) or fewer passengers

\$2,000,000 - Five (5) up to fifteen (15) passengers

\$5,000,000 - sixteen (16) or more passengers

Physical Damage Coverage

\$5,000 - Maximum Comprehensive Deductible

\$5,000 - Maximum Collision Deductible

CERTIFICATE OF INSURANCE (OR EVIDENCE OF SELF-INSURANCE)

☐ Certificate of Insurance

OR

☐ 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

COMMERCIAL GENERAL LIABILITY

- ☐ Additional Insured endorsement form / policy section / self-insurance language
- ☐ Waiver of Subrogation endorsement form / policy section / self-insurance language
- ☐ Primary and Non-Contributory endorsement form / policy section / self-insurance language

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

Yearly Renewals

Incorrect or No endorsements included

Checklist required

Insurance cards are not acceptable proof

New Vehicles

Vehicle VIN or description not included

ADOT not listed as add'l insured

Insurance cards are not acceptable proof

Time from issued to vehicle delivered

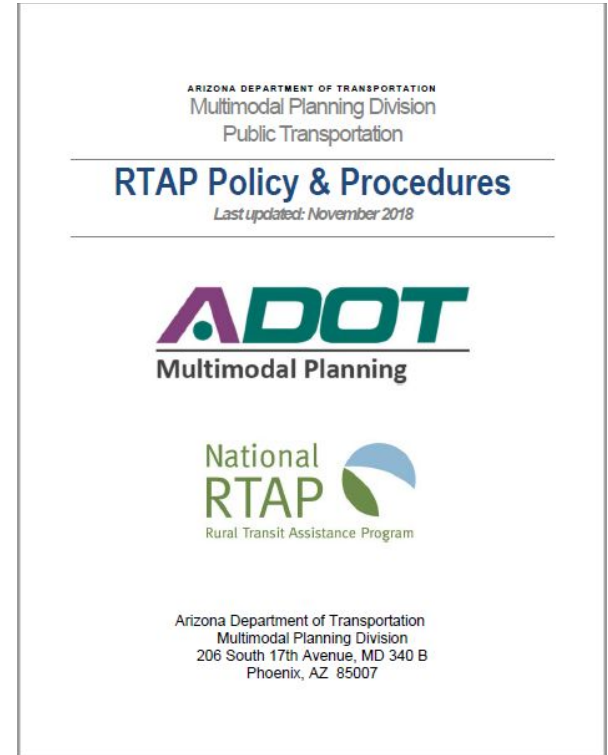
Insurance Compliance Reminders

- 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

The screenshot shows the ADOA-GAO General Accounting Office website. The header is green with the ADOA-GAO logo and the text "General Accounting Office". To the right of the logo is a search bar and a button that says "ENHANCED BY Google". Below the header is a navigation menu with links: HOME, PUBLICATIONS, AFIS, PAYROLL / RASL, FINANCIALS, TRAVEL, RESOURCES, SYSTEMS, and TRAINING/EVENTS. Below the navigation menu is a link for "FEDERAL/COST ACCOUNTING". The main content area is white and features a "Welcome to GAO Travel" section. This section contains several links: "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 Forms - GAO-503EZ, GAO-509, GAO-509A, GAO-509S, GAO-513, GAO-515, GAO-520", "Travel Memoranda", "Current Arizona State Reimbursement Rates (See SAAM 5095)", "Former Arizona State Reimbursement Rates (See SAAM Archive 5095)", and "Current Alaska, Hawaii and Overseas Rates - Lodging and Meal Index". A bullet point at the bottom of the list states: "Search under the 'CONTIGUOUS UNITED STATES' for Federal maximum lodging rates in the contiguous United States. Local meals, nonportional meals, incidentals and per diem rates do not apply." On the right side of the main content area is a sidebar titled "TRAVEL" with two links: "Travel Information" and "Travel Cards".

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 Forms](#) - [GAO-503EZ](#), [GAO-509](#), [GAO-509A](#), [GAO-509S](#), [GAO-513](#), [GAO-515](#), [GAO-520](#)

[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, nonportional meals, incidentals and per diem rates do not apply.

TRAVEL

[Travel Information](#)

[Travel Cards](#)

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

National RTAP Announcements & eNews

Excellent
newsletter!

NEWS AND EVENTS

National RTAP News

Calendar

Conferences

Photo Contest

Rural Transit Day

Community Rides Grants

National RTAP Announces Community Rides Grant Program Project Selections

01 Sep, 2021

National RTAP is excited to announce the project selections for their first grant program. The Community Rides Grant Program provides grant awards of up to \$100,000 for projects that support transportation partnerships that improve social determinants of health in rural and tribal communities.

National RTAP eNews Survey 2021 Results

By support • 17 Jun, 2021

In an effort to improve National RTAP's newsletter (eNews) and make it as useful as possible, we conducted a survey during the Spring of 2021 to better understand how subscribers read the newsletter and learn which sections are the most valuable. The survey was disseminated through eNews itself and through National RTAP social media. Nineteen people responded to the survey. Thank you to all who assisted us with this endeavor.

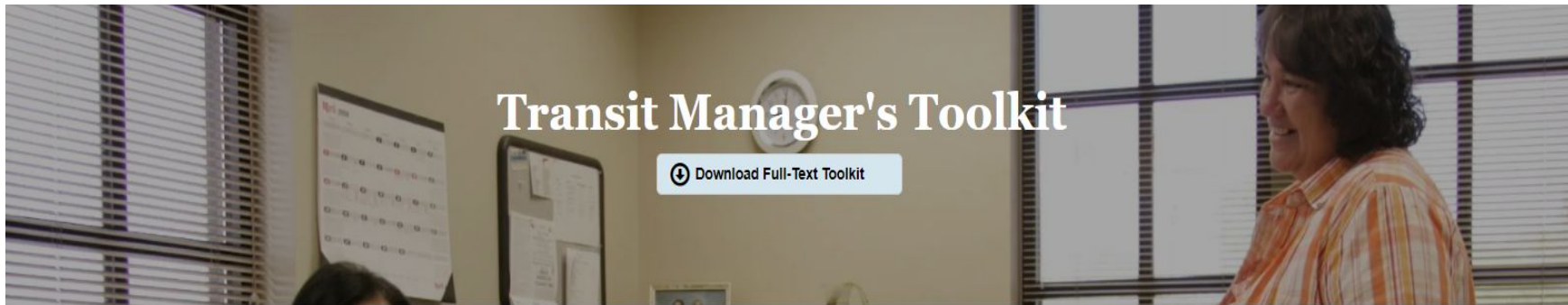


Get Email Updates from National RTAP!

Join our mailing list to receive National RTAP's bi-weekly eNews newsletter. You can also sign up to receive announcements about new products and events, tribal transit updates, and more.

Sign up today

Website Page: <https://www.nationalrtap.org/News/National-RTAP-News>



Transit Manager's Toolkit

[Download Full-Text Toolkit](#)

RESOURCES > TOOLKITS

[ADA Toolkit](#) ▾[Bus Rodeo Toolkit](#) ▾[How to Find Anything Toolkit](#) ▾[Marketing Toolkit](#) ▾[State RTAP Manager's Toolkit](#) ▾[Transit Manager's Toolkit](#) ▾

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.

[Download Full-Text Toolkit](#)[Table of Contents](#)

Activate Windows
Go to Settings to activate Windows

SHARE THIS PAGE

Most National RTAP training modules and all technical briefs are available in PDF format. Many resources are also available in multiple formats – **P**: 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

Training Module	Description	Date
2 the Point Training <ul style="list-style-type: none"> • English • Spanish • eLearning 	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. P E	2019
Boards That Perform	Addresses the roles, issues and responsibilities involved in being a transit board member P D	2008
Customer Driven Service <ul style="list-style-type: none"> • Learner • Instructor 	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. P D	2011
Emergency Procedures for Rural Transit Drivers <ul style="list-style-type: none"> • Learner • Instructor 	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. P D E	2011, 2019

GTFS – Google Transit

← from Sedona, Arizona 86336
to Cottonwood, Arizona

3:15 PM - 3:49 PM (34 min) 📄 📄 📄

🚌 Verde Lynx

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

🚌 Verde Lynx Southbound to Cottonwood
34 min (20 stops)

3:49 PM ○ Cottonwood Public Library

3:49 PM ○ Cottonwood
Arizona

Cost: \$2.00

Tickets and information

[Cottonwood Area Transit - Ticket information - 1 \(928\) 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.

← from Sedona, Arizona 86336
to Cottonwood, Arizona

3:15 PM - 3:49 PM (34 min) 📄 📄 📄

🚌 Verde Lynx

3:15 PM from Sedona Municipal Parking Lot
\$2.00

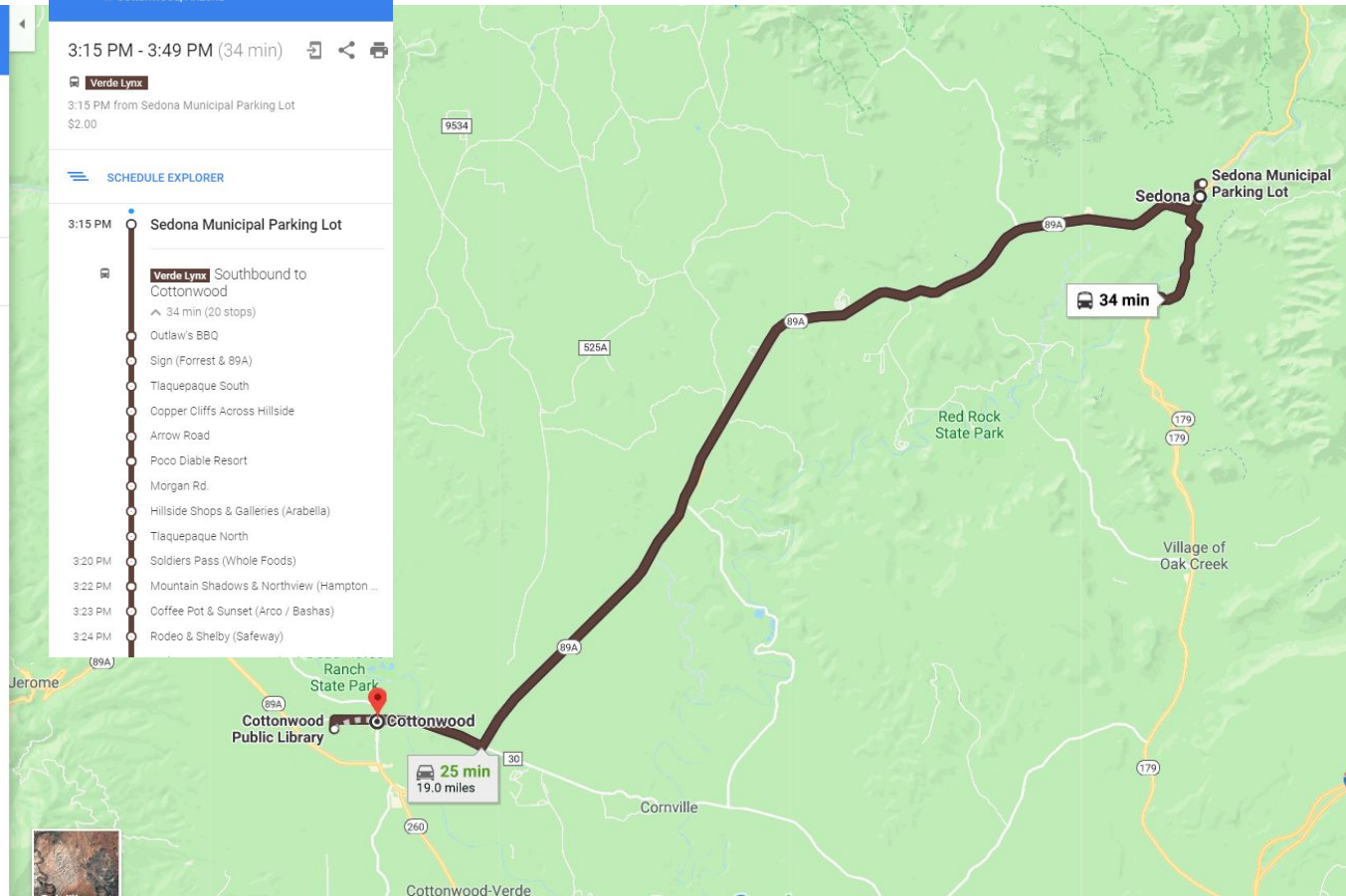
📄 SCHEDULE EXPLORER

3:15 PM ○ Sedona Municipal Parking Lot


🚌 Verde Lynx Southbound to Cottonwood
34 min (20 stops)

○ Outlaw's BBQ
○ Sign (Forrest & 89A)
○ Tlaquepaque South
○ Copper Cliffs Across Hillside
○ Arrow Road
○ Poco Diablo Resort
○ Morgan Rd.
○ Hillside Shops & Galleries (Arabella)
○ Tlaquepaque North






3:20 PM ○ Soldiers Pass (Whole Foods)
3:22 PM ○ Mountain Shadows & Northview (Hampton ...
3:23 PM ○ Coffee Pot & Sunset (Arco / Bashas)
3:24 PM ○ Rodeo & Shelby (Safeway)



National RTAP – GTFS Builder



National
RTAP
Rural Transit Assistance Program

 eLearning Login  Cloud Login
 Chat Online  Email  888-589-6821

HomeAboutNewsResource CenterTrainingToolkitsWeb AppsWebinarsTechnical AssistanceTribal Transit

State RTAP

Web Apps Overview

Cloud Dashboard

Cost Allocation Calculator

GTFS Builder


Related Links

Support

ProcurementPRO

Website Builder

Support Center



Introduction

General Transit Feed Specification, more commonly known as GTFS, is the world standard format for uploading schedule and geographic data (route alignment and bus stops) to trip planners, such as Google Transit, Apple Maps, Bing and TransitApp, etc. GTFS Builder is a free Microsoft Excel-based web application which assists rural and tribal transit agencies to develop and generate fully valid GTFS for their bus routes. National RTAP partnered with Transnnoation Inc. to develop GTFS Builder.

For additional introductory information

1. Check out the Why GTFS? Technical Brief
2. Watch this GTFS Overview Video (15 min.)
3. Read what others have to say about GTFS Builder: Testimonials

Get started using GTFS Builder by creating a new National RTAP Cloud account or by logging into your existing Cloud account. Once you are logged in, you will be able to download GTFS Builder.

Cloud Sign up

Cloud Login

Product Features

- Two Excel spreadsheets that work together to compile your GTFS files.
- Free "hosting" of your complete GTFS files from a stable URL that Google Transit, and other apps, can download from.
- Free technical assistance (by phone and email) and program maintenance.

<https://www.nationalrtap.org/Web-Apps/GTFS-Builder>

GTFS Static Overview

Testing and FAQ

Testing Tools

Frequently Asked Questions (FAQ)

Changing the GTFS Static Spec
Overview

Guiding Principles

Revision History

GTFS Static Overview



The General Transit Feed Specification (GTFS), also known as *GTFS static* or *static transit* to differentiate it from the [GTFS realtime extension](#), defines 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 who provide public feeds is available on the [GoogleTransitDataFeed project site](#).

Contents

- How do I start?
- Overview of a GTFS feed
- Making a Transit feed publicly available
- Submitting a Transit feed to Google
- Getting help

The Complete Trip - Our Defining Vision



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