Frequently Asked Questions

5311 Notice of Funding Available Webinar - Wednesday, January 5, 2022

Webinar Recording: https://vimeo.com/664959851/97f8a14951

QUESTIONS and COMMENTS	RESPONSES
1. Is Tribal Consultation new?	Yes, Tribal Consultation is new for Transit. Consultation must occur if a recipient other than a tribal entity proposes to deliver services on a reservation.
2. In-kind availability & status of Greyhound in-kind match for Intercity routes? Are there any changes from new Greyhound owners?	During the application cycle there is no commitment confirmed regarding in-kind match. Subrecipients request 5311 intercity funding and project the match needed hoping that this could be in-kind. Historically, Greyhound advised ADOT of the in-kind match available prior to October 1st of each year. For FFY 2021 we have been advised by Greyhound that due to the pandemic and changes in the routes that Greyhound is operating and those that ADOT is subsidizing, the in-kind match available is limited.
3. In person (meetings) are not currently allowed by the subrecipient, is an online meeting acceptable?	Yes, virtual and phone meetings are allowed. You must be able to identify how someone can participate if they cannot attend in person and how they can access the draft application. Efforts must be made to make sure individuals without

	computers and smartphones have access to the meeting.
4. How long is an approved ICAP good for?	Once an ICAP Plan is approved by a cognizant agency or ADOT, it remains in effect until the subrecipient submits a new approved ICAP Plan. Please make sure to attach your approved ICAP Plan to your application.
5. We were out of service in parts of FY20 & FY21 due to Covid-19. Should we provide an incomplete year of ridership data, or ridership data from the last full year operated?	We request that your data be for the last year. If you did not provide full service during that year, make a note and advise us of the number of months that you did operate for that service year.
6. Are tribal entities exempt from the Lobbying Certificate?	Correction for information provided during the webinar. This certification does not apply to an applicant that is an Indian Tribe, Indian organization, or an Indian tribal organization exempt from the requirements of 49 CFR Part 20.
7. Additional Application Tip shared from ADOT regarding the order of completing the 5311 Application.	We recommended following the order of the pages and questions of the 5311 Application. Some forms populate other pages within the application. If you skip forward you may not have your application populate properly. Suggest re-saving all pages from the top and in order.
8. Is Complementary Paratransit found in the capital category of the Vehicles Form?	No, it would be found in the Other Capital Form.
9. What is the approach ADOT recommends for the assignment of Complementary Paratransit for a certain specialized route that's going to be	The issue is what type of service are you offering. If you are offering fixed route service, then you must also provide Complementary Paratransit. You have no

dependent on the match ratio provided? If it's provided at the minimum 58% federal match, and there's not going to be enough local match to justify it, would a deviated route be recommended? How does ADOT recommend an applicant allow for flexibility to operate a deviated route, depending what the Complementary Paratransit service is matched at?	choice in this matter. If you are going to offer deviated service, then you would not be eligible to receive Complementary Paratransit funding because it's not a requirement. If you offer fixed route service, we suggest you ask for the highest match ratio. The worst that could happen is that ADOT cannot fund at the highest ratio. Applicants must have an ADOT approved Complementary Paratransit Plan (CPP) to apply for 5311 Complementary Transit operating funds. Applicants may apply for planning money to conduct a CPP study.
10. Regarding Program Expansion, it was mentioned that planning documents are needed. What do those documents consist of?	Written documentation must be attached to the application identifying that the service expansion has been analyzed. This can be accomplished in several ways: 1) your agency hired a consultant to conduct a Short Range Transit Plan (SRTP) to identify new service routes that will be successful, the associated costs and projected operations efforts; 2) your agency has a SRTP that includes a service expansion plan; or,3) a route analysis or service expansion analysis would also be acceptable. An applicant can do the study work in-house, and ADOT may provide specific guidance, but typically an SRTP contains information and analysis that identifies service expansion plans that are going to be successful.

11. With the evaluation process, who is on the review panel? Is there equity representation on the panel?	By Arizona State Statue, 3 reviewers are required. The 5311 Evaluation Panel is comprised of ADOT staff.. A federal requirement is that ADOT is required to conduct an equity analysis documenting that funds are distributed throughout the entire state; however, this is limited to who applies.
12. E-grants User Guide Tip.	From the E-grants home page, viewers can open the E-grants User Guide and 5311 Guidebook from the orange ribbon on the top right side of the page.
13. Can the Town of Quartzsite use WACOG funds as in-kind match?	WACOG would be allowed as a local cash match not in-kind match. Estimate future local match by review of previous months actual data.
14. ITS Plan - correct title.	Regarding the ITS Plan, it is actually titled the AZ Statewide ITS Architecture per ADOT, https://azdot.gov/planning/transportation-studies/completed-transportation-studies/arizona-statewide-its-architecture.
15. In the 5311 application, for questions requesting data from the previous year. What previous fiscal year should I report in my application?	In your application, you will need to report the most recent fiscal year data when responding to those questions.
16. Regarding the 5311 application requirement of doing a survey every year, we did a survey last year just when we were beginning to resume transit services. Up until then the Tribe was on a stay-at-home order and tribal employees were working from home. Will this survey meet the requirement?	There is not a requirement that a ridership survey be completed each year per the 5311 Guidebook. The 5311 application does ask if an agency conducted a recent ridership survey.

17. My agency is interested in applying for a possible pilot project in my application that was a result of a recent survey done. I was wondering how and what information we should include in the application for ADOT. We have survey data and historical information that service has been requested.	ADOT will need to be provided documentation as a current short range transit plan, route analysis including ridership survey feedback, proposed route and associated costs, Transit Advisory Committee feedback, etc. to demonstrate the support and demand for the expansion route.
18. I am working on our Lobbying Certification form for our Mayor to sign. I wanted to make sure we had the proper information on the "MPD Tracking Number and Project Name" line of the form. Where can I obtain the MPD Tracking number?	You will not have an MPD number to enter until you have an executed contract for the 2022 grant cycle. Since you are currently applying for 5311 funding this application cycle on the "MPD Tracking Number and Project Name" line you can use your current 5311 2022 application project name.
19. On page 42 of the PPT (Powerpoint) from the workshop on the application, there is a reference to the Certificate of Equivalent Form (if applicable). This is new for me, and I don't find it in the rest of the PPT or the list of Exhibits in the Agreement. Can you direct me to the right place to find it, please?	You can locate the Certificate of Equivalent Service form at https://azdot.gov/sites/default/files/2019/08/certification-of-equivalent-service.pdf. Please note that this form certifies that demand response service offered to individuals with disabilities is equivalent to the same level of service offered to individuals without disability. So, if your agency is considering requesting a non-ADA compliant vehicle you must be able to demonstrate that you are able to provide the same adequate service to passengers with disabilities as you would passengers without disability.

20. I am working on my application and would like to compare my agency to other 5311 agencies in the state regarding ridership, operational expenditures, and etc. to assist me in my application. Where can I find this information?	You may refer to the available FY 2020 National Transit Report Data posted on FTA's website at https://www.transit.dot.gov/ntd/ntd-data. The data report you would pull would be the webpage would be the **2020 Metrics** NTD report. This report will provide you with that performance data (ie. ridership, operational expenses, revenue miles, cost per passenger, and etc. for all transit systems within the State of Arizona which includes 5311 subrecipients. This report will be able to assist you in comparing your agency with other 5311 agencies in the State of Arizona.
21. In the Route Service Characteristics Matrix, if a commuter route runs one schedule on Wednesday - Sunday, and a modified (shorter) schedule on Monday and Tuesday, do I enter it twice, showing the two variations by day of the week, or once with the longer schedule and make a note in Question 21?	Applicants must include service data for each existing and proposed route(s) in the Route Service Characteristics table. If an applicant wishes to provide additional information about a route(s), then Question #21, below the table, is the section to add the data; such as, abbreviated service hours, seasonal service or scheduled special events.
22. In the application VEHICLE section, Question 1, it asks for vehicle classification. In the drop down menu for Classifications, there is a category "Minibus", but there is no definition for "Minibus" in the Help tab. There are three categories for "Cutaways" with definitions, but only one selection for "Cutaways" in the form. Are "Minibus" and "Cutaway", regardless of size, to be used interchangeably?	A Minibus and Cutaway are interchangeable terms.
23. Does the Title VI Plan need to be approved before the application can be submitted? This was required in the 2017-18 grant cycle, the last time I worked on an application. In the October 2021 Civil Rights training slides it	Yes, follow the application instructions and instructions provided in the Civil Rights template. Here is the Title VI link: Template: https://azdot.gov/sites/default/files/media/2021/01/2021-fta-title-vi-plan.docx

indicated that ALL 5311 applicants must use the new template, if they utilized the template in the past.	
24. Do Insurance documents need to be submitted with the application, or at the time of award?	No, but Applicants must check off that they acknowledge Exhibit G requirements.
25. In the January 5 training, on p. 108, TIPS, it states that an applicant should "Acknowledge every page in the Grant Agreement Section". Please clarify.	Applicants are required to open and acknowledge Exhibits A through H by checking off the box followed by the "I certify that I have read and understand this page" statement. The acknowledgment check off box is located at the bottom of the Exhibit page.
26. How do you download the Grant Agreement Signature Page and the Attorney Determination Page for signatures and subsequent upload to the UPLOAD page. There is no Print Function.	Applicants should copy each of these pages into a new document, sign and save. Then open the Upload section in Egrants, and upload documents as appropriate: Signature Page for Grant Agreement and Attorney Determination.
27. In between the Administration Budget and the Operating Budget, there's a tiny section that looks like this: If applying for Intercity funds, what percentage of your Operating Budget is for Intercity Operations? (Intercity % will auto-update after award is made.) I recall that in the 2020 application that we left the box blank, I'm assuming that this will again be left blank until ADOT makes an award. Correct?	You are correct.

28. Below the Operating Budget, there's a box that asks for CARE Act\ARP. What do we enter in the Request Amount? <table><tr><th>CARES Act\ARP</th><th>Request Amount</th></tr><tr><td>Operating (CARES Act)</td><td></td></tr><tr><td>Intercity (CARES Act)</td><td></td></tr><tr><td>Capital (CARES Act)</td><td></td></tr><tr><td>Operating (ARP)</td><td></td></tr><tr><td>Intercity (ARP)</td><td></td></tr><tr><td>TOTAL</td><td>$0</td></tr></table>	Applicants should leave this section blank.
29. During the webinar, there was mention of consultation with Tribal nations if the services proposed would traverse tribal lands. What steps should be taken if my service crosses tribal land, does ADOT have a formal process for the consultation?	In regard to the tribal consultation, the process only requires a meaningful and timely discussion in an understandable language with tribal governments, during the development of regulations, policies, programs plans or matters that significantly or uniquely affect federally recognized American Indian Tribes and their governments. There is not a more indepth process.
30. In System Characteristics, question #2, it asks How Many Routes will be funded with this grant? We are asking for funding for a new route into Jerome which brings the number of routes in the system to 7, which is what I entered. In the Route Service Characteristics, the first box shows Total Routes, which comes from question #2 in the prior section. BUT, this section is asking for current service. Right? Which would be 6.	Applicants may add proposed routes into the Route Service Characteristics page. Be certain to identify the total number of routes to be operated (existing and proposed) in Question #2 of the System Characteristics page.