

Section 5310 Grant Implementation Workshop



Arizona Department of Transportation
Multimodal Planning Division

Transit Unit

October 4, 2022

Welcome & Introduction

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

Title VI Notice to the Public



ADOT'S NONDISCRIMINATION NOTICE TO THE PUBLIC

The Arizona Department of Transportation (ADOT) hereby gives public notice that it is the Agency's policy to assure full compliance with Title VI of the Civil Rights Act of 1964, Title II of the Americans with Disabilities Act of 1990 (ADA), and other related authorities in all of its programs and activities.

ADOT's Title VI and ADA Programs require that no person shall, on the grounds of race, color, national origin, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity.

Any person, who believes his/her Title VI or ADA rights have been violated, may file a complaint. Any such complaint must be in writing and filed with the ADOT Civil Rights Office within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. For additional information about ADOT's Civil Rights programs and the procedures to file a complaint contact ADOT Civil Rights Office via the information listed below:

AVISO PÚBLICO DE LA LEY DE NO-DISCRIMINACIÓN DE ADOT

El Departamento de Transporte del Estado de Arizona (ADOT) informa al público que esta agencia tiene como regla asegurar el cumplimiento total del Título VI de la Ley de los Derechos Civiles de 1964, del Título II de la Ley de ciudadanos Americanos con Discapacidades de 1990 (ADA) y otras normas relacionadas con todos sus programas y actividades.

Los programas del Título VI y ADA de ADOT exigen que a ninguna persona se le excluya de participar, se le nieguen beneficios o de ninguna otra manera sea sujeta a discriminación en ningún programa o actividad de ADOT por motivo de raza, color, país de origen, o discapacidad.

Cualquier persona que crea que se han violado sus derechos bajo el Título VI o el ADA, puede presentar una queja. Esta queja debe presentarse por escrito a la Oficina de Derechos Civiles de ADOT dentro de ciento ochenta (180) días a partir de la fecha en que se alega que ocurrió la discriminación. Para recibir más información sobre los programas de Derechos Civiles de ADOT y los procedimientos para presentar una queja, por favor póngase en contacto con la Oficina de Derechos Civiles de ADOT a través la información que aparece abajo:

FELICIA BELTRAN
TITLE VI NONDISCRIMINATION
PROGRAM COORDINATOR
FBELTRAN@ADOT.GOV

KRYSTAL SMITH
ADA/NONDISCRIMINATION
PROGRAM COORDINATOR
KSMITH2@ADOT.GOV

ADOT Civil Rights Office
206 S. 17th Avenue, Mail Drop 133-A
Phoenix, AZ 85007
602.712.8946
602.239.6257 FAX
azdot.gov

MPD Transit Team

Administration

Jill Dusenberry – Transit Group Manager

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

5310

Sara Allred
Brian McCoy

5311

Aubree Perry
Shatawn Reed

State Safety Oversight

Brian Brinkley
Steven Bethel

Program Support

Edmund Shepard – Vehicles Management Analyst

Ann Cochran – Program Analyst

Diane Ohde – Transit Grants Business Analyst Consultant

Sarah Wuertz – Contract Specialist / RTAP Administrator

Agenda

- 5310 Program Overview
- Grant Management Requirements
- Site Visits
- Coordination
- TAM Plan
- Insurance
- Vehicles
 - Preventive Maintenance
 - Disposals and New Asset Calculation
 - Purchasing Challenges
 - New Monthly Updates
 - Q & A

Coordination Participation

Please answer the poll question:

- Briefly Share how an example of how participation in regional coordination has helped your agency.

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

5310 Responsibilities Overview

ADOT

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

Regional Mobility Manager

- Develop and Maintain Regional Coordinated Transit plan
- Minimum quarterly regional coordinating council
- Establish coordination goals and objectives
- Prioritize regional project funding recommendations
- Provide regional technical assistance
- Participate in statewide planning activities
- Build relationships and identify regional stakeholders

Subrecipient

- Participate in regional coordination
- On-time reimbursement
- Maintain accurate financial, operating, and maintenance records
- Maintain ADOT-Funded Equipment
- Maintain adequate insurance on awarded equipment
- Ensure activities and vehicles are meeting the program purposes
- See page 9 of the Guidebook

5310 Guidebook and Grant Agreement

- Please use the Guidebook
www.azdot.gov/transitguidebooks
- All requirements are laid out in your Grant Agreement



Grant Administration Timeline

- Year 2, Oct 2022 —Funds added - 10/1/2022 - 9/30/2023
- Exhibit A Documents will be updated to reflect latest award information
- Shut down to add funds beginning October 7th until the Encumbrances are completed.
- Please sign your Exhibit A and return ASAP.

Grant Management Requirements

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

Site Visits

Different Site Visits Occurring

- ADOT has a comprehensive site visit group to conduct Compliance Visits
- Audit and Analysis continues to select agencies for Audits
- Please be sure to keep your program manager updated with any audit information you receive

Procurement

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



CRRSAA Operating Funding

Funding Features

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



CRRSAA Funding

Important Funding Reminders

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

Vehicle Responsibilities

- Grant Specifies For Whom & Where to Use the Vehicle
- Maintain adequate insurance and provide proof to ADOT
- Maintain Vehicle according to the Maintenance Plan
- Annual Inspection
- Vehicle Use Reporting
- Vehicle Inventory (coordinate with MM)
- Coordinate disposition with ADOT



Transit Asset Management (TAM)

- Goal = State of Good Repair (SGR)
 - Maintain assets in a well-performed condition to provide efficient, reliable and safe service.
- Business model
- Condition of assets
- Guides prioritization of funding
- All 5311 Subrecipients and 5310 Subrecipients
 - open to the public

Benefits of TAM

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

TAM Plan

1. Inventory of Capital Assets
5311 and 5310 Open to the public
2. Condition Assessment
Condition Rating
3. Decision Support Tool
Identify if asset should be replaced
4. Investment Prioritization
Identify funding levels needed by year

Useful Life Benchmark (ULB)

- Expected life cycle for capital assets, or the acceptable period of use in service for an asset
- ADOT Group TAM Plan identifies years and mileage.

ADOT Transit's Useful Life Benchmark (ULB)



Revenue Vehicles

Asset Category/Class	Total Number	Average Age	Average Mileage	ADOT Useful Life Benchmark	ADOT Useful Life Benchmark
Revenue Vehicles 2022	477	5.99	140,720	Years	Mileage
AO - Automobile 2022	23	3.22	35,113	8	100,000
BR - Over-the-road-Bus 2022	0	0	0	14	500,000
BU - Bus 2022	12	6.17	136,710	14	500,000
CU - Cutaway Bus 2022	255	5.72	126,951	10	400,000
FB - Ferryboat	0	0-	0-		
MV - Minivan 2022	114	6.63	217,460	8	100,000
SV - Sport Utility Vehicle 2022	10	6	109,070	8	100,000
Trucks and other Rubber Tire Vehicles 2022	1	9	150,148	8	100,000
TB- Trolleybus	0	0	0	7	200,000
VN - Van 2022	62	6.94	101,157	8	100,000

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

Vehicle Performance Measures

Asset Category - Performance Measure	Asset Class	2022 Target	2023 Target	2024 Target	2025 Target	2026 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>	26%	26%	25%	25%	25%
	<i>BR - Over-the-road Bus</i>	26%	26%	25%	25%	25%
	<i>BU - Bus</i>	26%	26%	25%	25%	25%
	<i>CU - Cutaway Bus</i>	26%	26%	25%	25%	25%
	<i>FB - Ferryboat</i>					
	<i>MV - Minivan</i>	26%	26%	25%	25%	25%
	<i>RT - Rubber-tire Vintage Trolley</i>	26%	26%	25%	25%	25%
	<i>SB - School Bus</i>					
	<i>SV - Sport Utility Vehicle</i>	26%	26%	25%	25%	25%
	<i>TB - Trolleybus</i>	26%	26%	25%	25%	25%
	<i>VN - Van</i>	26%	26%	25%	25%	25%

Equipment & Facilities Performance Measures

Asset Category - Performance Measure	Asset Class	2022 Target	2023 Target	2024 Target	2025 Target	2026 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 TAM Rolling Stock

Asset Condition Summary

Asset Category/Class	Count	Average Age	Average Mileage	Average TERM Condition	Average Value	% At or Past ULB
Revenue Vehicles 2022	477	5.99	140,720	3.44	\$81,914.78	23.06%
AO - Automobile 2022	23	3.22	35,113	4.30	\$18,438.00	13.04%
BU – Bus 2022	12	6.17	136,710	2.17	\$280,148.00	0.00%
CU - Cutaway Bus 2022	255	5.72	126,951	3.40	\$111,519.00	17.25%
DB - Double Decker Bus	0	-	-	N/A	-	-
FB - Ferryboat	0	-	-	N/A	-	-
MV – Minivan 2022	114	6.63	217,460	3.25	\$36,839.00	28.95%
SV - Sport Utility Vehicle 2022	10	6	109,070	3.80	\$31,838.00	20.00%
Trucks and other Rubber Tire Vehicles 2022	1	9	150,148	3.00	\$5,121.00	100%
VN - Van 2022	62	6.94	101,157	3.73	\$37,533.00	43.55%

Transit Economic Requirements Model (TERM) scale

5=excellent

4=good

3=fair

2=poor

1=failure

A black and white photograph of a chalkboard with the words "ANY QUESTIONS?" written in white chalk. The text is centered and occupies most of the board's surface.

Jill Dusenberry, Transit Group Manager

Office: 602.712.8243

Email: jdusenberry@azdot.gov

Insurance Requirements

Renewals

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

New Vehicles

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

Insurance Requirements

- Refer to Exhibit G in your Grant Agreement
- Please send your Certificate of Insurance (COI) along with all necessary Endorsements and the insurance checklist to:
MLB_MPD@azdot.gov
- If you contract out the operation of your vehicles, you along with your contractor must follow the insurance requirements.
- Contact Ann Cochran with any other insurance issues -
ACochran@azdot.gov

Insurance Requirement – Exhibit G

EXHIBIT G INSURANCE

EXHIBIT G
INSURANCE (RISK MANAGEMENT) REQUIREMENTS
(EFFECTIVE 9/01/2018)

INSURANCE REQUIREMENTS

The SUBRECIPIENT and/or any subcontractor shall procure and maintain, until all of their obligations have been discharged, including any warranty periods under the Agreement, insurance against claims for injury to persons or damage to property arising from, or in connection with, the performance of the work hereunder by the SUBRECIPIENT, its agents, representatives, employees and/or subcontractors.

The Insurance Requirements herein are **minimum** requirements for the Agreement and in no way limit the indemnity covenants contained in the Agreement. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the SUBRECIPIENT from liabilities that arise out of the performance of work under the Agreement by the SUBRECIPIENT, its agents, representatives, employees and/or subcontractors, and the SUBRECIPIENT is free to purchase additional insurance.

A. MINIMUM SCOPE AND LIMITS OF INSURANCE

The SUBRECIPIENT shall provide coverage with limits of liability not less than those stated below. Deductible(s), Self Insurance, and Self-Insured Retention (SIR) amounts are subject to review and approval by ADOT Safety and Risk Management.

1. Commercial Automobile Liability and Physical Damage Coverage

The policy shall contain Bodily Injury and Property Damage coverage for any owned, leased, hired, and/or non-owned vehicles used in the performance of the Agreement.

Combined Single Limit Auto Liability (CSL)

\$1,000,000	Vehicles carrying four (4) or fewer passengers
\$2,000,000	Vehicles carrying five (5) up to fifteen (15) passengers

Minimums per
passenger

4 or less \$1,000,000

5 to 15 \$2,000,000

16+ \$5,000,000

Insurance Deadline Reminders


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



Required Reporting

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

Performance Report

 ARIZONA DEPARTMENT OF TRANSPORTATION Multimodal Planning Division		
FY 2018 CAPITAL AND OPERATING PERFORMANCE REPORT		
Instructions		
Please provide the performance information for the type of federal grant assistance you are currently receiving from ADOT (operating and/or capital funding). If you have a vehicle(s) on lien or off lien with ADOT, information is to be submitted quarterly under the Capital Performance Report section. Information is to be provided on your entire transportation service for both capital and operating performance information. The form will then calculate the % of service tied to the 5310 program.		
**Fill in non shaded areas ONLY. DO NOT delete the formulas.		
CAPITAL EQUIPMENT - ADOT ON LIEN VEHICLES AND OTHER CAPITAL EQUIPMENT		
Agency Name:		
Reporting Period		
5310 Vehicles Active in Fleet (ADOT)		
Total Vehicles in Fleet		<i>**Enter the total number of vehicles you are operating regardless of funding source.</i>
Total % of service provided with 5310 vehicles		#DIV/0!

- Due Quarterly
- Ask Mobility Manager for specific requirements
- Helps inform scoring/funding

National Transit Database

New Operating Reports Data to NTD

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



**National Transit Database
2020 Policy Manual**

REDUCED REPORTING

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

Vehicle Administration Forms

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

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



What is “State of Good Repair?”

In general, “State of Good Repair” is the ability to maintain assets in a well-performed condition to provide efficient, reliable and safe service.

State of Good Repair

- Transit Asset Management Practices must preserve and expand transit investments
- Well Maintained and reliable infrastructure are required
- All the parts that were there originally are still there and in working order
- A sale or transfer of vehicles will prompt an inspection that includes quotes for repairs

Vehicle Maintenance Plans

- Maintenance Plans should include:
 - Asset Inventory
 - At least the manufacturer's recommended maintenance schedule
 - Each vehicle type's intervals listed specifically
 - Maintenance schedule for accessibility equipment
- Maintenance Plans must be included in application

Vehicle Maintenance Schedule

- Sub-recipients with ADOT awarded vehicles must abide by the vehicle maintenance schedule for as long as the vehicle is in use
- Sub-recipient agencies are required to maintain the accessible features of the vehicle to ensure they remain accessible and usable for individuals with disabilities at all times
 - Accessibility features must be repaired promptly if they are damaged or out of order

Track Service and Intervals

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

Date	Mileage	Interval mileage
Bus 18		
12/21/2016	334,727	5,341
11/1/2016	329,386	5,216
9/8/2016	324,170	5,055
6/9/2016	319,115	5,284
2/1/2016	313,831	11,033
2/20/2016	302,798	
2/1/2016		

Date	Mileage	Interval mileage
Bus 26		
2/25/2017	52,759	6,195
12/12/2016	46,564	5,353
10/3/2016	41,211	5,036
7/13/2016	36,175	3,076
6/22/2016	33,099	4,842
5/16/2016	28,257	5,156
4/8/2016	23,101	5,691
2/26/2016	17,410	4,512
1/25/2016	12,898	4,853

Maintenance Schedule Sample

MAINTENANCE SCHEDULES 8 644 MAINTENANCE SCHEDULES

Maintenance Chart

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

Mileage or time passed (whichever comes first)	20,000	30,000	40,000	50,000	60,000	70,000	80,000	90,000	100,000	110,000	120,000	130,000	140,000	150,000
Or Years:	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Or Kilometers:	32,000	48,000	64,000	80,000	96,000	112,000	128,000	144,000	160,000	176,000	192,000	208,000	224,000	240,000
Additional Inspections														
Inspect the CV joints.		X			X			X			X			X
Inspect front suspension, tie rod ends, boot seals, and replace if necessary.	X		X		X		X		X		X		X	
Inspect the brake linings, parking brake function.	X		X		X		X		X		X		X	

What to Include at Each Interval

Required Maintenance Intervals.

Refer to the maintenance schedules on the following page for the required maintenance intervals.

At Every Oil Change Interval As Indicated By Oil Change Indicator System:

- Change oil and filter.
- Rotate the tires. Rotate at the first sign of irregular wear, even if it occurs before the oil indicator system turns on.
- Inspect battery and clean and tighten terminals as required.

At Every Oil Change Interval As Indicated By Oil Change Indicator System:

- Inspect automatic transmission fluid if equipped with dipstick.
- Inspect brake pads, shoes, rotors, drums, hoses and park brake.
- Inspect engine cooling system protection and hoses.
- Inspect exhaust system.
- Inspect engine air cleaner if using in dusty or off-road conditions.

Vehicle Inspection Types

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

ADOT
Multimodal Planning
42-0102 R04/19 azdot.gov

VEHICLE INSPECTION FORM
for 5310 Mobility Management Funded Vehicles

SEE PAGE 2 FOR INSTRUCTIONS
Ok = Satisfactory NR = Needs Repair

Clear

Agency Name (Vehicle Owner)	Mileage	Inspector Initials For Mileage	Inspection Date
Bus No.:	License Plate #:	VIN:	
Complete Inspection and Check Pass or Fail.			
PASS <input type="checkbox"/> FAIL <input type="checkbox"/>			
Inspection Company:	Manufacturer:	Model:	
Inspector Name:	Year:	Lift / Ramp <input type="checkbox"/> Yes <input type="checkbox"/> No	
Inspector Signature:			

BRAKES	OK	NR	ENGINE COMPARTMENT	OK	NR
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Edmund Shepard - Vehicle Management Analyst
602-712-8631 or eshepard2@azdot.gov

Accident Reporting

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

An Accident is Reportable if:

- There was an injury or fatality caused by the accident
- The vehicle is towed from the scene
- Repairs from the accident take the vehicle out of service more than 24 hours



Accident Reporting - Total Loss

- Still report within 48 hours
- Provide within 10 days:
 - Exhibit A with vehicle highlighted
 - If you cannot locate, we need Year, Make, Model
 - VIN
 - Mileage at accident
 - Accident Report
 - Correspondence from Insurance Company



Vehicle Disposition

- ADOT must approve all vehicle dispositions
- All requests must be accompanied by a Vehicle Disposal Form identifying the Sale method
- First \$5000 is kept by the Agency
- Proceeds exceeding \$5,000 must be reimbursed to ADOT by federal interest %
 - What's the delay? – 3 Quotes or Auction?
 - No lien release unless the vehicle will be sold

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

Vehicle Disposition

<https://azdot.gov/planning/transit-programs-and-grants>


- The form was created to help streamline process
- Complete form and include any supporting documentation in an email to your ADOT PM

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



Program Handbooks, Applications and Awards

Overview	5310 Enhanced Mobility of Seniors and Individuals with Disabilities
5311 Rural Public Transportation Program	Rural Transit Assistance Program (RTAP)
State Safety Oversight	Program Handbooks, Applications and Awards
Contact Us	

Announcements

[2019 Applications for 5307/5339 Now Open](#) 

Transit Asset Management

- [ADOT Transit Asset Management Group Plan](#)  - October 1, 2018
- [Sample Vehicle Maintenance Plan 1](#) - February 22, 2019
- [Sample Vehicle Maintenance Plan 2](#) - February 22, 2019
- [Vehicle Disposal Request Form](#) 

Vehicle Information Form - Disposals

VEHICLE DISPOSAL REQUEST 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 and contact information:

Requested Method of Disposition

For Coordination Purposes						
Select all that apply to each vehicle						
Vehicle #	1	2	3	4	5	6
Bike Rack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ramp or Lift	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fare box	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Under Warranty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
# of Securement Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
# of Seats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fuel Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	ADOT Identified Vehicle (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 (Exhibit A)	Original Funding Year (Year of Award/ Agreement)	Original Agreement Number (Exhibit A)
1										
2										
3										
4										
5										
6										


Briefly describe the condition of the vehicle(s) to include dents, dings, scratches, mechanical failures, etc.

We request vehicle transfer or disposition because


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.



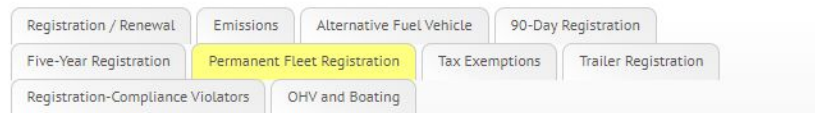
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Permanent Fleet Registration



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

Vehicle Purchasing Titles / Liens

- Vehicle purchases are conducted by ADOT
- Vehicles are titled in the name of the Sub-recipient
- ADOT holds lien on all vehicles until the vehicle is disposed of through sale
- Email with Vehicle inspection notice requesting Insurance (delivery will occur once Insurance is approved)

Cutaway with Lift – 14 Passenger

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

Additional Options Available

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



Narrow Body Cutaway – 9 Passenger



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

Additional Options Available

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

SUV



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

Minivan with Ramp



- ❑ Safety Tech Package
- ❑ 2nd Row Seating

Ford Transit Works with Lift



Additional Options Available

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

12 Passenger Maxivan No lift (Not Currently Available)



- ☐ No Buy America Maxivans With Lift Available At this time



Minivan No Ramp (No Buy America Available)



☐ Not Available At This Time

Vehicle Difficulties

- Vehicles have been cancelled repeatedly by Manufacturers.
- Once Grant Cycle / Contract Period has ended, and vehicles are cancelled by Manufacturer, ADOT will no longer continue to process the vehicle order and will cancel award.
- Non-Modified Vehicles are not eligible for order due to Buy America requirements on the new contract.

Vehicles Status by Type

- Cutaways with Lift- 9 & 14 PASS - Moving Forward
- SUV - Moving Forward
- Minivans with Ramp - On Hold for the next order cycle
- Maxivans with Lift - All previous orders cancelled, waiting on updated pricing
- Minivan No Ramp - Unable to Order/ Buy America
- Maxivan No Lift - Unable to Order / Buy America

Vehicles Cancelled

Inside Grant Contract period

- **Notify agency that their vehicle has been cancelled**
- **Offer options to reorder/ reprice or Cancel Award**
- **Return Local Match Funds**

Outside Grant Contract Period

- **Notify agency that their vehicle has been cancelled**
- **Update Exhibit A cancelling award**
- **Return Local Match Funds**

What is ADOT doing?

- Meeting with FTA to find solution for Non-Modified Vehicles
- Working with other states to request changes to the Buy America Requirements
- Monthly Status Update on Vehicles in November



ANY
QUESTIONS
?

**Any 5310 Program questions can be directed to the 5310 Program
Managers,**

Sara Allred at sallred@azdot.gov or Brian McCoy at bmccoy@azdot.gov