

**FY 2015**

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**Phoenix-Mesa Urbanized Area**  
**Handbook and**  
**Program Guidelines**

**Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities**

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**Competitive Selection Process Coordinated By:**



**Designated Recipient of Federal Funds:**



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## **SECTION 5310 ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM**

On July 6, 2012, President Obama signed the Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21) which reauthorizes surface transportation programs of the Department of Transportation. MAP-21 replaced the former legislation, Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy For Users (SAFETEA-LU). On October 1, 2012, significant changes were made to Federal Transit Administration's (FTA) grant programs with the implementation of MAP-21. Under MAP-21, the Section 5310 program no longer provides a single apportionment to the State. The program now provides apportionments specifically for large urbanized, small urbanized and rural areas.

Federal guidelines now allow large Urbanized Areas (UZAs), with populations over 200,000, to directly administer Section 5310 funds. On February 27, 2013, the Maricopa Association of Governments (MAG) Regional Council, requested on behalf of regional stakeholders, recommendation to change the Designated Recipient to the City of Phoenix for the Phoenix-Mesa UZA. On March 15, 2013, then Governor Brewer, approved and notified the FTA of the change to the City of Phoenix Public Transit Department (PTD) as the Designated Recipient for the Phoenix-Mesa UZA.

### **Program Overview**

The Section 5310 grant program makes funding available for capital and operating expenses to support the provision of transportation services to meet the specific needs of seniors (aged 65 and over) and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate. *Please note, "it is not sufficient that seniors and individuals with disabilities are merely included (or assumed to be included) among the people who will benefit from the project" (FTA C 9070.1G, pg. III-9).*

- **Applicants submitting projects within the Phoenix-Mesa UZA will utilize this handbook and adjoining application for 5310 funds.** Applicants providing more than 51% of their services in the rural and small urbanized areas of the MAG region will apply directly to ADOT for 5310 funds (reference the 5310 Eligible Areas map on page six).
- MAP-21 expands eligibility of the funds to be used for operating, in addition to capital, for transportation services that address the needs of seniors and individuals with disabilities. The expanded eligibility provisions are a result of the consolidation of the Section 5317 New Freedom Program, which was repealed under MAP-21, within Section 5310 program.
- Of the amount FTA apportions to the Phoenix-Mesa UZA, not less than 55 percent of the funds available must be used for projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities, typically carried out by nonprofit agencies ("Traditional" 5310 capital projects). Recipients may use more or all of their section 5310 funds for these types of projects.

- In addition, up to 45 percent may be used for public transportation projects that exceed the Americans with Disabilities Act (ADA) minimum requirements; improve access to fixed route service and decrease reliance by individuals with disabilities on complementary paratransit; or provide alternatives to public transportation that assist seniors and individuals with disabilities. The acquisition of public transportation services remains an eligible capital expense under this section.
- Federal guidelines require that all eligible subrecipients applying under the Section 5310 program must be included in the area's coordinated plan.

## **CONTACT INFORMATION**

### **For inquiries regarding Section 5310 competitive grant process or MAG Human Services Coordination Transportation Planning:**

DeDe Gaisthea, Human Services Transportation Planner  
Maricopa Association of Governments (MAG)  
302 North First Avenue, Suite 300  
Phoenix, AZ 85003  
Phone: (602) 254-6300  
Fax: (602) 254-6490  
E-mail: [dgaisthea@azmag.gov](mailto:dgaisthea@azmag.gov)

#### **Web site:**

[http://www.azmag.gov/Committees/Committee.asp?CMSID=1047&MID=Human\\_Services](http://www.azmag.gov/Committees/Committee.asp?CMSID=1047&MID=Human_Services)

### **For inquiries regarding Phoenix-Mesa UZA 5310 program:**

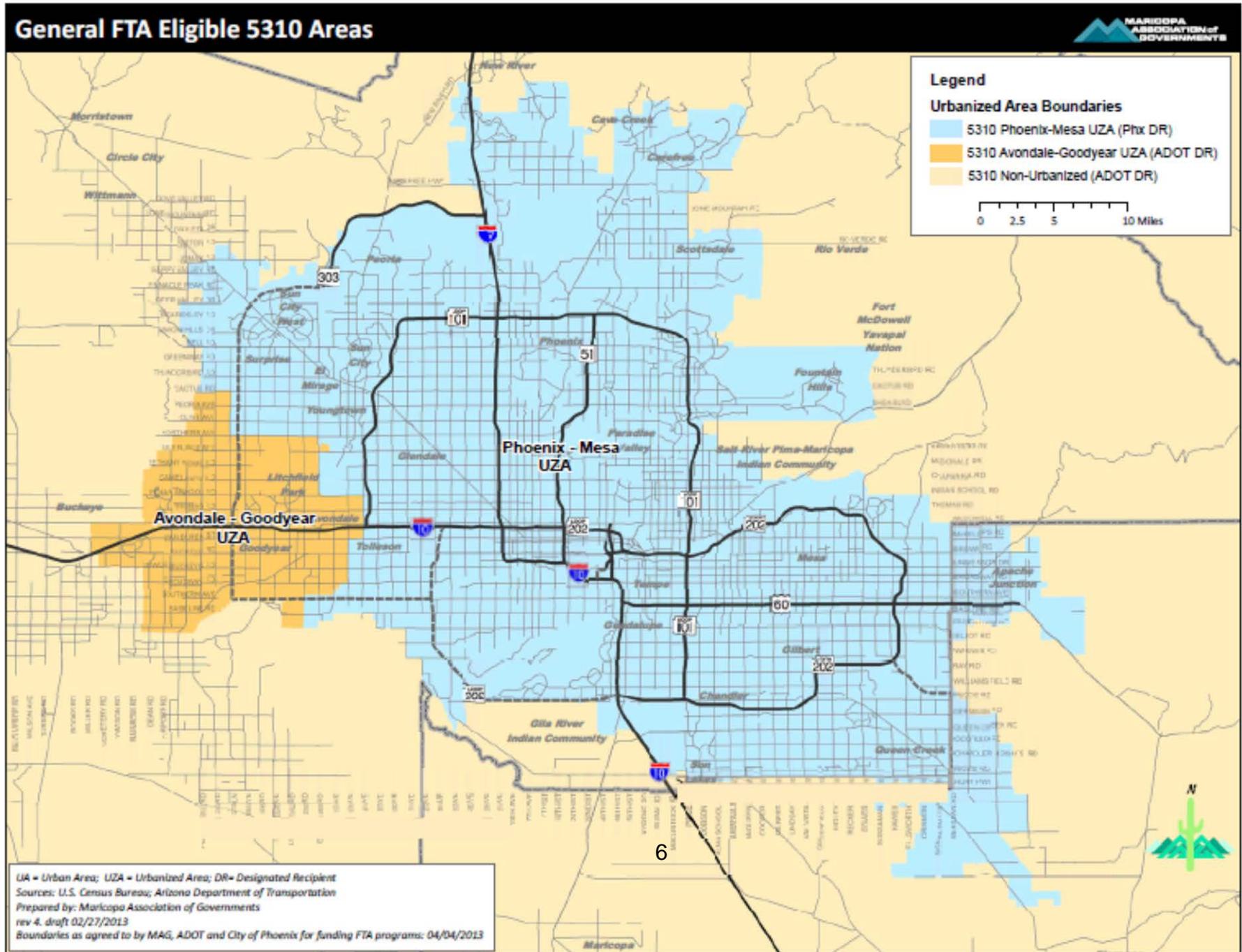
Wendy Miller, Management Assistant II  
City of Phoenix Public Transit Department  
302 North First Avenue, Suite 900  
Phoenix, Arizona 85003  
Phone: (602) 262-4077  
Fax: (602) 256-3277  
E-mail: [wendy.miller@phoenix.gov](mailto:wendy.miller@phoenix.gov)

**Web site:** <http://phoenix.gov/publictransit/grants.html>

### **For inquiries regarding Avondale/Goodyear UZA, Non-urbanized 5310 programs, contact:**

Dan Harrigan, Coordinated Mobility Program Manager  
Arizona Department of Transportation  
206 South 17th Avenue  
Phoenix, AZ 85007  
Phone: (602) 712-8232  
E-mail: [DHarrigan@azdot.gov](mailto:DHarrigan@azdot.gov)

Agencies operating 51 percent or more of service in the Phoenix-Mesa UZA (shown in blue) apply to the City of Phoenix using this application. All other agencies operating 51 percent or more of their service in yellow or gold regions, apply through ADOT.



## 2015 Phoenix-Mesa Urbanized Area Grant Timeline

*\*DATES SUBJECT TO CHANGE*

<b>Applications are published</b>	<b>February 13, 2015</b>
<b>Regional 5310 Grant Workshop</b> Maricopa Association of Governments 302 N. 1 <sup>st</sup> Avenue, Saguaro Room, 2 <sup>nd</sup> floor Phoenix, AZ 85003	<b>February 19, 2015</b> 10:00 a.m. – 12:00 p.m.
<b>Application Assistance</b> <i>Call DeDe Gaisthea at MAG 254-6300 to schedule appointment.</i>	<b>March 3-4, 2015</b> 9:00 a.m. – 4:00 p.m.
<b>Application Deadline</b> ATTN: DeDe Gaisthea Maricopa Association of Governments 302 N. 1 <sup>st</sup> Avenue, 3 <sup>rd</sup> floor Phoenix, AZ 85003	<b>March 13, 2015</b> <b>12:00 p.m.</b> <b><u>Late applications will not be accepted.</u></b>
<b>Public Notice of Applications</b> Allows one week for public comments	<b>March 16, 2015</b>
<b>Applicants receive EPDT Committee's follow-up questions</b>	<b>April 14, 2015</b>
<b>Applicant Response Deadline to Committee's follow-up questions</b>	<b>April 16, 2015</b>
<b>Applicant Interviews with EPDT Ad Hoc Committee</b> Maricopa Association of Governments 302 N. 1 <sup>st</sup> Avenue, 2 <sup>nd</sup> floor Phoenix, AZ 85003	<b>April 21-22, 2015</b>
<b>MAG Transportation Review Committee</b>	<b>April 23, 2015</b>
<b>MAG Management Committee</b>	<b>May 13, 2015</b>
<b>MAG Transit Committee</b>	<b>May 14, 2015</b>
<b>MAG Human Services Technical and Transit Committee</b>	<b>May 14, 2015</b>
<b>MAG Regional Council</b>	<b>May 27, 2015</b>
<b>Applicants receive selection notification**</b>	<b>June 2015</b>
<b>Appeal Deadline</b>	<b>One week from notification</b>
<b>TIP Amendment Process</b>	<b>July-August 2015</b>
<b>FTA Application Process</b>	<b>September-November 2015</b>
<b>Phoenix/Subrecipient Agreement Process</b>	<b>September-November 2015</b>
<b>Grant Recipient Workshop with City of Phoenix</b>	<b>September-November 2015</b>
<b>Projected availability of funds</b>	<b>Late 2015 – Early 2016</b>
<b>Vehicle Delivery and Availability</b>	<b>Spring 2016</b>

## **2015 PROGRAM UPDATES**

On June 6, 2014 the Federal Transit Administration (FTA) published the final circular for the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program Guidance, C 9070.1G. The final circular outlines the final eligible activities. For a complete listing of eligible projects and requirements, please refer to the FTA Section 5310 Circular C 9070.1G: [http://www.fta.dot.gov/documents/C9070\\_1G\\_FINAL\\_circular.pdf](http://www.fta.dot.gov/documents/C9070_1G_FINAL_circular.pdf). Please review the eligible projects carefully.

Congress passed a continuing resolution (CR), with presidential signature on September 19, 2014 that partially funds transportation projects nationwide through December 11, 2014. Full funding for the FTA Section 5310, Enhanced Mobility of Seniors and Individuals with Disabilities, federal fiscal year (FFY) 2015 Phoenix-Mesa Urbanized Area program is currently estimated at \$2.6 million. Actual full FFY FY2015 funding for the Section 5310 program will be announced, when available.

### **Cross-Cutting changes to FTA Programs**

The following cross-cutting requirements apply to all FTA programs as of October 1, 2012 unless otherwise noted. Additionally they also apply to programs that otherwise continue to follow SAFETEA-LU requirements.

- **Agency Safety Plans**: Section 5329 requires all FTA grantees to develop comprehensive agency safety plans approved by the recipient's board of directors (or equivalent entity) and certified by FTA or a State. The agency safety plan also will need to identify an adequately trained safety officer who reports directly to the recipient's chief executive and provide a comprehensive staff training program for operations personnel and personnel directly responsible for safety. **For recipients without a plan in place on October 1, 2012, this requirement will not apply as a condition for receiving assistance until one year after the effective date of a final rule.** The City of Phoenix will notify grantees of any requirements upon receiving direction from FTA.
- **Transit Asset Management (TAM) Plans**: MAP-21 requires that each recipient and subrecipient of FTA grants must establish a "transit asset management" (TAM) plan for its transit system. **This requirement will not be a condition for receiving FTA grant funds until FTA issues a rulemaking.** The City of Phoenix will notify grantees of any requirements upon receiving direction from FTA.

## **PROGRAM GOALS AND OBJECTIVES**

The goal of the Section 5310 program is to improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding the transportation mobility options available. Toward this goal, FTA provides financial assistance for transportation services planned, designed, and carried out to meet the special transportation needs of seniors and individuals with disabilities. The program requires coordination with other federally assisted programs and services in order to make the most efficient use of federal resources.

The objectives for the programs will directly reflect the purpose of the grants as well as the goals and strategies outlined in the regional MAG Human Services Coordination Transportation Plans (HSCTP), City of Phoenix Public Transit Department's (PTD) program measures, and MAG regional programming guidelines.

The HSCTP is to ensure all people, especially those with disabilities, low incomes and advanced years, have equitable access to appropriate transportation options by offering coordination strategies. Plans are developed in conjunction with a diverse group of stakeholders including transportation and human services providers, the metropolitan planning organization, local governments and state agencies.

Specifically, the HSCTP creates a comprehensive inventory of service providers; establishes a formal process to build sub-regional collaborations that will focus on improving the coordination within the region; establishes coordination strategies as a priority for funding under specified FTA programs; and builds the foundation to consider more expansive coordination strategies in later years.

### **PROGRAM MEASURES**

The subrecipient is required to gather and submit quarterly reports to PTD on both quantitative and qualitative information on each of the following indicators:

#### **Traditional Section 5310 Program Measures**

- Gaps in Service Filled. Provision of transportation options that would not otherwise be available for seniors and individuals with disabilities measured in numbers of seniors and people with disabilities afforded mobility they would not have without program support as a result of traditional Section 5310 projects implemented in the current reporting year.
- Ridership. Actual or estimated number of rides (as measured by one-way trips) provided annually for individuals with disabilities and seniors on Section 5310– supported vehicles and services as a result of traditional Section 5310 projects implemented in the current reporting year.

#### **New Freedom Section 5310 Program Measures**

- Increases or enhancements related to geographic coverage, service quality, and/or service times that impact availability of transportation services for seniors and individuals with disabilities as a result of other Section 5310 projects implemented in the current reporting year.
- Additions or changes to physical infrastructure (e.g., transportation facilities, sidewalks, etc.), technology, and vehicles that impact availability of transportation services for seniors and individuals with disabilities as a result of other Section 5310 projects implemented in the current reporting year.
- Actual or estimated number of rides (as measured by one-way trips) provided for seniors and individuals with disabilities as a result of other Section 5310 projects implemented in the current reporting year.

<b>Summary of the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Grant Program</b>					
<b>Program</b>	<b>Projected Funding</b>	<b>Funding Allocation</b>	<b>Match</b>	<b>Eligible Projects</b>	<b>Eligible Applicants</b>
5310 Seniors and Individuals with Disabilities  Traditional 5310 projects	\$1,600,000* (approx. - based on 2014 funding level)	Mandatory 55 percent Eligible for Capital /FORMERLY 5310 Projects	80/20 Match for Capital and Mobility Management  85/15 Match for Vehicles meeting ADA or Clean Air Act  90/10 for ADA or Clean Air Act equipment or facilities	<ul style="list-style-type: none"> <li>• Mobility Management</li> <li>• Capital projects serving the specific needs of seniors (aged 65 and over) and people with disabilities</li> <li>• No duplicate requests between 5310 and 5310 New Freedom</li> </ul>	<ul style="list-style-type: none"> <li>• Private Nonprofits</li> <li>• State or Local Gov't Authorities in absence of nonprofits able or willing to perform work</li> </ul>
5310 Seniors and Individuals with Disabilities  "Other" 5310 projects	\$1,000,000* (approx. based on 2014 funding level)	Flexible 45 percent Operating/ Formerly New Freedom Projects /Capital	50/50 Match for Operating  80/20 Match for Capital and Mobility Management  85/15 Match for Vehicles meeting ADA or Clean Air Act  90/10 for ADA or Clean Air Act equipment or facilities	<ul style="list-style-type: none"> <li>• Mobility Management</li> <li>• Capital projects serving the specific needs of seniors and people with disabilities</li> <li>• Operating projects serving the specific needs of seniors and people with disabilities</li> <li>• No duplicate requests between 5310 and 5310 New Freedom</li> </ul>	<ul style="list-style-type: none"> <li>• Private Nonprofits</li> <li>• State or Local Gov't Authorities</li> <li>• Public or Private Operators of Public Transportation</li> </ul>
<b><i>*As of this publication date, FTA has not published the FY 2015 apportionments amounts. Amounts listed are based on FY 2014 apportionments totals.</i></b>					

## **ELIGIBILITY**

### **5310 “Traditional” Eligible Projects (Capital and Mobility Management)**

Eligible applicants for 5310 projects include Private nonprofit organizations; Governmental authorities that certify to the chief executive officer of a State that no nonprofit corporations or associations are readily available in an area to provide the service; and Governmental authorities approved by the State to coordinate services for seniors and individuals with disabilities. Of the amounts apportioned to states and designated recipients, not less than 55 percent shall be available for traditional 5310 projects; those public transportation capital projects planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities.

### **Eligible Capital Expenses**

Funds for the Section 5310 program are available for capital expenses as defined in Section 5302(3) to support public transportation capital projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate. Examples of capital expenses that meet the 55 percent requirement, which must be carried out by an eligible recipient or subrecipient include, but are not limited to:

- Rolling stock and related activities for Section 5310 funded vehicles
  - Acquisition of expansion or replacement buses or vans, and related procurement, testing, inspection, and acceptance costs;
  - Vehicle rehabilitation or overhaul;
  - Preventive maintenance;
  - Radios and communication equipment; and
  - Vehicle wheelchair lifts, ramps, and securement devices.
- Passenger facilities related to Section 5310 funded vehicles
  - Purchase and installation of benches, shelters, and other passenger amenities.
- Support facilities and equipment for Section 5310 funded vehicles
  - Extended warranties that do not exceed the industry standard;
  - Computer hardware and software;
  - Transit-related Intelligent Transportation Systems (ITS);
  - Dispatch systems; and
  - Fare collection systems.
- Lease of equipment when lease is more cost effective than purchase. Note that when lease of equipment or facilities is treated as a capital expense, the recipient must establish criteria for determining cost effectiveness in accordance with FTA regulations, “Capital Leases,” 49 CFR part 639 and OMB Circular A-94, which provides the necessary discount factors and formulas for applying the same;

- Acquisition of transportation services under a contract, lease, or other arrangement. This may include acquisition of American with Disabilities Act (ADA) complementary paratransit services when provided by an eligible recipient or subrecipient as defined in section 5 of this chapter, above. Both capital and operating costs associated with contracted service are eligible capital expenses. User-side subsidies are considered one form of eligible arrangement. Funds may be requested for contracted services covering a time period of more than one year. The capital eligibility of acquisition of services as authorized in 49 U.S.C. 5310(b)(4) is limited to the Section 5310 program;
- Support for mobility management and coordination programs among public transportation providers and other human service agencies providing transportation. Mobility management is an eligible capital cost. Mobility management techniques may enhance transportation access for populations beyond those served by one agency or organization within a community. For example, a nonprofit agency could receive Section 5310 funding to support the administrative costs of sharing services it provides to its own clientele with other seniors and/or individuals with disabilities and coordinate usage of vehicles with other nonprofits, but not the operating costs of service. Mobility management is intended to build coordination among existing public transportation providers and other transportation service providers with the result of expanding the availability of service. Mobility management activities may include:
  - The promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, seniors, and low-income individuals;
  - Support for short-term management activities to plan and implement coordinated services;
  - The support of state and local coordination policy bodies and councils;
  - The operation of transportation brokerages to coordinate providers, funding agencies, and passengers;
  - The provision of coordination services, including employer-oriented transportation management organizations' and human service organizations' customer-oriented travel navigator systems and neighborhood travel coordination activities such as coordinating individualized travel training and trip planning activities for customers;
  - The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs; and
  - Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of geographic information systems (GIS) mapping, global positioning system technology, coordinated vehicle scheduling, dispatching and monitoring technologies, as well as technologies to track costs and billing in a coordinated system, and single smart customer payment systems. (Acquisition of technology is also eligible as a standalone capital expense).

- Capital activities (e.g., acquisition of rolling stock and related activities, acquisition of services, etc.) to support ADA complementary paratransit service may qualify toward the 55 percent requirement, so long as the service is provided by an eligible recipient/subrecipient as defined in section 5, above, and is included in the coordinated plan.

**Eligible “Other” Projects (Operating and Capital) Formerly New Freedom**

Eligible recipients include private nonprofit organizations, State or local governmental authorities, and operators of public transportation services including private operators of public transportation services. The list of eligible activities is intended to be illustrative, not exhaustive. Recipients are encouraged to develop innovative solutions to meet the needs of individuals with disabilities in their communities. Up to 45 percent of a rural, small urbanized area, or large urbanized area’s annual apportionment may be utilized for:

- Public transportation projects (capital only) planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable;
- Public transportation projects (capital and operating) that exceed the requirements of ADA;
- Public transportation projects (capital and operating) that improve access to fixed-route service and decrease reliance by individuals with disabilities on ADA complementary paratransit service; or
- Alternatives to public transportation (capital and operating) that assist seniors and individuals with disabilities with transportation.

**Public Transportation Services that exceed the requirements of the American with Disabilities Act (ADA)**

The following activities are examples of eligible projects meeting the definition of public transportation that is beyond the ADA.

- Enhancing paratransit beyond minimum requirements of the ADA, complementary paratransit services can be eligible under 5310 in several ways:
  - Expansion of paratransit service parameters beyond the three-fourths mile required by ADA;
  - Expansion of current hours of operation for ADA paratransit services that are beyond those provided on the fixed-route services;
  - The incremental cost of providing same day service;
  - The incremental cost of making door-to-door service available to all eligible ADA paratransit riders, but not as a reasonable modification for individual riders in an otherwise curb-to-curb system;
  - Enhancement of the level of service by providing escorts or assisting riders through the door of their destination;

- Acquisition of vehicles and equipment designed to accommodate mobility aids that exceed the dimensions and weight ratings established for wheelchairs under the ADA regulations, 49 CFR part 38 (i.e., larger than 30" × 48" and/or weighing more than 600 pounds), and labor costs of aides to help drivers assist passengers with oversized wheelchairs. This would permit the acquisition of lifts with a larger capacity, as well as modifications to lifts with a 600 pound design load, and the acquisition of heavier duty vehicles for paratransit and/or demand-response service in order to accommodate lifts with a heavier design load; and
- Installation of additional securement locations in public buses beyond what is required by ADA.
- Feeder services. Accessible “feeder” service (transit service that provides access) to commuter rail, commuter bus, intercity rail, and intercity bus stations, for which complementary paratransit service is not required under the ADA.

**Public Transportation Projects that Improve Accessibility.**

The following activities are examples of eligible projects that improve accessibility to the fixed route system.

- Making accessibility improvements to transit and intermodal stations not designated as key stations. Improvements for accessibility at existing transportation facilities that are not designated as key stations established under 49 CFR 37.47, 37.51, or 37.53, and that are not required under 49 CFR 37.43 as part of an alteration or renovation to an existing station, so long as the projects are clearly intended to remove barriers that would otherwise have remained. New Freedom funds are eligible to be used for accessibility enhancements that remove barriers to individuals with disabilities so they may access greater portions of public transportation systems, such as fixed-route bus service, commuter rail, light rail and rapid rail. This may include:
  - Building an accessible path to a bus stop that is currently inaccessible, including curb cuts, sidewalks, accessible pedestrian signals or other accessible features,
  - Adding an elevator or ramps, detectable warnings, or other accessibility improvements to a non-key station that are not otherwise required under ADA,
  - Improving signage, or way finding technology, or
  - Implementation of other technology improvements that enhance accessibility for people with disabilities including Intelligent Transportation Systems.
- Travel training. Training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.

### **Public Transportation Alternatives that Assist Seniors and Individuals with Disabilities with Transportation.**

The following activities are examples of projects that are eligible public transportation alternatives, formerly New Freedom eligible projects.

- Purchasing vehicles to support accessible taxi, ride sharing, and/or vanpooling programs. New Freedom Section 5310 funds can be used to purchase and operate accessible vehicles for use in taxi, ridesharing, and/or vanpool programs provided that the vehicle meets the same requirements for lifts, ramps, and securement systems specified in 49 CFR part 38, subpart B, at a minimum, and permits a passenger whose wheelchair can be accommodated pursuant to part 38 to remain in his/her personal mobility device inside the vehicle.
- Supporting the administration and expenses related to voucher programs for transportation services offered by human service providers. This activity is intended to support and supplement existing transportation services by expanding the number of providers available or the number of passengers receiving transportation services. Vouchers can be used as an administrative mechanism for payment of alternative transportation services to supplement available public transportation. The Section 5310 program can provide vouchers to seniors and individuals with disabilities to purchase rides, including: (a) mileage reimbursement as part of a volunteer driver program; (b) a taxi trip; or (c) trips provided by a human service agency. Providers of transportation can then submit the voucher for reimbursement to the recipient for payment based on predetermined rates or contractual arrangements. Transit passes or vouchers for use on existing fixed-route or ADA complementary paratransit service are not eligible. Vouchers are an operational expense which requires a 50/50 (federal/local) match.
- Supporting volunteer driver and aide programs. Volunteer driver programs are eligible and include support for costs associated with the administration, management of driver recruitment, safety, background checks, scheduling, coordination with passengers, other related support functions, mileage reimbursement, and insurance associated with volunteer driver programs. The costs of enhancements to increase capacity of volunteer driver programs are also eligible. FTA encourages communities to offer consideration for utilizing all available funding resources as an integrated part of the design and delivery of any volunteer driver/aide program.

**Limits on operating assistance.** Given the 55 percent requirement for traditional Section 5310 capital projects, designated recipients may allocate up to 45 percent of its apportionment for operating assistance. However, this funding is limited to eligible projects as described in the section above. Operating assistance for required ADA complementary paratransit service is not an eligible expense.

### **FUNDING AND MATCHING REQUIREMENTS**

The amount available for the 5310 and New Freedom Projects is estimated to be approximately \$2.6 million based on the FY 2014 apportionments. MAP-21 requires not less than 55 percent of the available amount be spent on the traditional 5310 Projects, which is approximately \$1.6 million. Up to ten percent of the apportionment can be utilized for program administration funds by the designated recipient to cover costs associated with administering

the program. After the program administration budget is determined, the remainder of funding will be made available for all eligible projects under the program.

Not less than 55 percent of the funds available for this program must be used for projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities (when public transportation is insufficient, inappropriate, or unavailable), typically carried out by nonprofit agencies. The 55 percent is a floor, not the ceiling. Recipients may use more or all of their section 5310 funds for these types of projects. *Actual funding amounts will be determined after FTA publishes the FY 2015 appropriation amounts in the Federal Register.*

#### **Federal/Local Matching Requirements**

Matching requirements for this program remain the same; capital assistance is provided on an 80 percent federal share, 20 percent local share. Operating assistance requires a 50 percent match. FTA grants used for acquiring vehicles to comply or maintain compliance with the ADA or the Clean Air Act can cover 85 percent of net project costs. FTA grants for vehicle related equipment or facilities needed to comply with or maintain compliance with the ADA or Clean Air Act remains at 90 percent of net project costs of the equipment of facilities attributable to compliance with the Act (the incremental cost).

Funds provided under other Federal programs (other than those of the Department of Transportation, with the exception of the Federal Lands Transportation Program and Tribal Transportation Program) may be used for local match for funds provided under Section 5310, and revenue from service contract may be used as local match.

#### **Period of Availability**

Section 5310 funds are available for obligation during the fiscal year of apportionment plus two additional years. Any funds remaining unobligated at the end of the period of availability are added to the next year's program apportionment and are reapportioned among all areas.

## **APPLICATION AND PROJECT SELECTION PROCESS**

Project funding will be determined by a regional competitive selection process coordinated through the Maricopa Association of Governments Committee process in coordination with the City of Phoenix Public Transit Department the Designated Recipient of federal funds for the Phoenix-Mesa UZA. The MAG Elderly and Persons with Disabilities Ad Hoc Committee is tasked with the evaluation and development of the Section 5310 prioritized ranking.

### **Application Process**

All potential applicants for the Section 5310 grant program in the Phoenix-Mesa UZA will be offered the following training and technical support.

### **Regional Grant Workshop**

A regional Section 5310 Grant Workshop will be offered to all potential applicants applying in the Phoenix-Mesa UZA. The workshop for the 2015 funding cycle will be held on **Thursday, February 19, 2015** from 10:00 a.m. to 12:00 p.m. at the MAG offices, 302 N. 1<sup>st</sup> Avenue, Saguaro Room, 2<sup>nd</sup> floor, Phoenix, AZ 85003. For workshop registration, information, and to request reasonable accommodations, please contact DeDe Gaisthea, MAG, at (602) 254-6300.

### **Application Assistance**

Potential applicants will have the opportunity to schedule a 30 minute appointment for application assistance on the days of **March 3-4, 2015**. Application assistance is offered by appointment only. Please contact DeDe Gaisthea, MAG, at (602) 254-6300 to schedule an appointment.

### **Application Deadline**

Applications are due by **Friday, March 13, 2015, at 12:00 p.m.** to the Maricopa Association of Governments, 302 North 1st Avenue, 3<sup>rd</sup> Floor, Phoenix, AZ 85003. Please mark all application materials ATTN: DeDe Gaisthea. The MAG third floor receptionist will mark submitted materials, certifying the date and time applications are received. A receipt can be issued upon request.

**Submittal of applications must include one (1) original hardcopy with signatures, one (1) photocopy, and one (1) electronic copy on CD/DVD or flash drive.**

**Please note: Late applications will not be accepted.**

### **Project Selection Process**

Applications will be considered for funding based on the evaluation and selection criteria provided in this section.

- Applications have will have an initial review from staff of the City of Phoenix and MAG to ensure all basic federal eligibility requirements are met.
- The MAG Elderly and Persons with Disabilities Transportation (EPDT) Ad Hoc Committee will next review all projects for funding eligibility, evaluate each project based on the selection criteria, and develop a prioritized ranking of projects for

recommendation. The project selection criteria will include the following evaluation thresholds:

- Application materials were submitted on time and complete,
  - Applicant demonstrates experience and capabilities to carry out the requested project and efficient utilization of funding,
  - Project addresses the specific needs of seniors and individuals with disabilities,
  - Agency demonstrates efforts to participate in required coordination efforts,
  - Applicant provided a complete and understandable budget request,
  - Applicant provide all requested support documentation.
- Applicants will be invited to an interview process after the evaluation panel conducts a preliminary review of the applications. The interview process provides an opportunity for the applicant to give a presentation on their proposed project(s) and allows the panel to ask the applicant questions based on their application and seek any clarification deemed necessary. The applicant interview will be included in the evaluation criteria.

**Public Comment**

MAG staff will publish the listing of all agencies applying for Section 5310 funding, allowing for a one week period for public comment. Please note, applicant's contact information and copies of the application may be posted online for public review and comment.

<b><u>SELECTION CRITERIA (100 pts)</u></b>	<b>Needs Improvement</b>	<b>Meets Criteria</b>	<b>Meets All or Exceeds Criteria</b>
<b>SECTION 1 AND 2: Checklist, Cover Letter Agency Info (5 pts)</b> <ul style="list-style-type: none"> <li>Application checklist and agency contact information complete.</li> <li>Cover letter includes the agency's primary mission, population served, summary of project, and amount of funding.</li> </ul>	<b>(1 pt.)</b>	<b>(2-3 pts.)</b>	<b>(4-5 pts.)</b>
<b>SECTION 3: Agency Experience and Capabilities (25 pts)</b> <ul style="list-style-type: none"> <li>Agency experience with program/transportation.</li> <li>Agency experience managing federal funds and requirements.</li> <li>Demonstrates good utilization of requested funding.</li> <li>Agency expends awards in a timely manner.</li> <li>Designated budget and staff to fund and manage program.</li> <li>Availability to provide non-FTA funds as matching funds.</li> <li>Funds/Ability to operate/maintain the grant project future years.</li> <li>Provide Civil Rights or EEO complaints and outcomes.</li> <li>Agency has appropriate policies or procedures in place.</li> </ul>	<b>(1-9 pts.)</b>	<b>(10-19 pts.)</b>	<b>(20-25 pts.)</b>
<b>SECTION 4 AND 5, 6, or 7: Project Description (25 pts)</b> Project addresses the federal requirement of being planned, designed and carried out to meet the specific needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate by: <ul style="list-style-type: none"> <li>Adequately addresses the needs of seniors and/or disabled (5310) or provides public transportation services or transportation beyond ADA requirements (New Freedom).</li> <li>Demonstrates an effective utilization of proposed service, equipment, or position.</li> <li>Project demonstrates an effective use of federal funds based on the number of clients served.</li> </ul>	<b>(1-9 pts.)</b>	<b>(10-19 pts.)</b>	<b>(20-25 pts.)</b>
<b>SECTION 8 – Coordination (25 pts)</b> <ul style="list-style-type: none"> <li>Demonstrates attempts to coordinate with other agencies, public/ private transit/ paratransit systems, and other services.</li> <li>Willingness to participate in a coordinated system.</li> <li>Participation on local and/or regional coordination committee(s); forum(s), etc.</li> <li>Project is clearly derived from the regional plan and demonstrates support for the local strategies.</li> <li>Working agreements in place or under construction.</li> <li>To what degree does the applicant demonstrate attempts to coordinate with other agencies and public or private transit and paratransit systems, and other services?</li> </ul>	<b>(1-9 pts.)</b>	<b>(10-19 pts.)</b>	<b>(20-25 pts.)</b>
<b>SECTION 9 – Budget (5 pts)</b> <ul style="list-style-type: none"> <li>Applicant provided a completed budget.</li> <li>Line items on budget were easy to understand.</li> </ul>	<b>(1 pt.)</b>	<b>(2-3 pts.)</b>	<b>(4-5 pts.)</b>
<b>SECTION 10 – Support Documentation (5 pts)</b> <ul style="list-style-type: none"> <li>Applicant provided all requested documentation: service area map, commitment to coordination strategies, Federal Certifications &amp; Assurances, &amp; vehicle inventory (if applicable).</li> </ul>	<b>(1 pt.)</b>	<b>(2-3 pts.)</b>	<b>(4-5 pts.)</b>
<b>Applicant Interview and Presentation (10 pts)</b> <ul style="list-style-type: none"> <li>Applicant provided written answers to the committee's pre-submitted questions.</li> <li>Applicant provided a brief presentation of the project and described the need of the proposed project.</li> </ul>	<b>(1-3 pts)</b>	<b>(4-7 pts)</b>	<b>(8-10 pts)</b>

### **Final Selection**

Final selection will be determined after the completion of the applicant interviews. The MAG Elderly and Individuals with Disabilities Transportation (EPDT) Ad Hoc Committee will convene to finalize applications evaluation scores and to determine project selection based on the published criteria. The MAG EPDT Ad Hoc Committee will develop a list of recommended projects for funding to be offered for recommendation of approval through the MAG Committee process. A review of the recommended projects will be conducted by MAG staff and the City of Phoenix Public Transit Department.

### **Approval Process**

The recommended list of projects to be funded will be submitted to MAG Management Committee for recommendation and to MAG Regional Council for final approval. The approved priority of projects are sent to the Phoenix City Council for authorization to receive and disburse grant funds and execute Grant Pass through Agreements with agencies whose projects have been selected for funding. Any projects that are denied or funded conditionally are given an opportunity to solicit feedback from the project coordinator of the selection panel and/or utilize the appeal process. Agencies or projects that do not meet federal eligibility requirements will not be approved for funding. The City of Phoenix forwards the prioritized program of projects to the FTA for final approval.

### **Appeal Process**

Applicants will be given the opportunity to appeal the final funding recommendations and must use the following process to be recognized as a valid appeal. The letter of appeal must clearly identify the applicant, contact person, address, phone number, email address, project description and grounds for appeal. The request for appeal must be submitted and received within 14 calendar days after the postmarked date of decline notice. The appeal will be reviewed by the MAG EPDT Committee at the following meeting date. Letters must be sent via email to DeDe Gaisthea at [dgaisthea@azmag.gov](mailto:dgaisthea@azmag.gov).

If the applicant is not satisfied with the MAG EPDT Committee's response, the appeal may be addressed during the MAG committee process, including the MAG Management Committee and MAG Regional Council.

### **TIP/STIP Amendment**

All projects selected for funding must be included in the MAG Transportation Improvement Program (TIP) and the Statewide Transportation Improvement Program (STIP) to apply to FTA for the funding. The selected projects are provided to MAG to process a TIP amendment and forwarded to Arizona Department of Transportation (ADOT). ADOT then processes the amendment for inclusion in the STIP.

### **Entering into Agreement with City of Phoenix**

Agencies receiving grant funds will be required to enter into a Grant Pass Through Agreement with the City of Phoenix incorporating the terms and conditions in the FTA's Master Agreement.

### **Availability of Funding**

Upon FTA approval of the grant application and a final signed agreement is on file with the Phoenix City Clerk Department, the subrecipient may file for reimbursement of funds by providing appropriate back up documentation as indicated in the grant agreement.

## **REQUIREMENTS**

The City of Phoenix Public Transit Department (PTD) as the Designated Recipient for the Section 5310 Phoenix-Mesa UZA ensures applicants meet all requirements. The applicant must be prepared to meet all applicable Federal, State, and Local requirements in the areas including, but not limited to Legal, Financial, Vehicles, Maintenance, Training, Procurement, Civil Rights, Title VI, Limited English Proficiency, Disadvantaged Business Enterprise, Americans with Disabilities Act, Equal Employment Opportunity, Asset Management, Debarment and Suspension, Lobbying, Safety and Security.

### **Certifications and Assurances**

The subrecipients' Authorized Representative and Attorney must sign the Certification and Assurances form provided in the application indicating the agency's agreement to comply with all applicable Federal requirements.

### **Matching Funds**

Subrecipients are required to provide matching funds for Section 5310 funds. Federal funds provide for up to 85 percent of ADA compliant vehicles, equipment, and facilities, 80 percent of capital and mobility management projects and 50 percent of operating projects.

Funds provided under other Federal programs (other than those of the Department of Transportation, with the exception of the Federal Lands Transportation Program and Tribal Transportation Program established by Section 202 and Section 203 of Title 23 U.S.C.) may be used for local match for funds provided under section 5310, and revenue from service contracts may be used as local match.

All local match funds for capital equipment must be in cash. Non-cash local match sources such as donations, volunteered services, or in-kind contributions is eligible to be counted toward the local match for operating and mobility management projects as long as the value of each is documented and supported, represents a cost which would otherwise be eligible under the program, and is included in the net project costs in the project budget.

### **Participation in MAG's Human Services Coordinated Transportation Plan**

Amendments under MAP-21, requires that projects selected for funding under Section 5310 program be "included in a locally developed, coordinated public transit-human services transportation plan" and that the plan be "developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers and to members of the public." Projects may be identified as strategies, activities, and/or specific projects addressing an identified service gap or transportation coordination objective articulated and prioritized with the plans.

All agencies applying for Section 5310 funds will be required to participate in the planning process and support the coordination strategies adopted for MAG's Human Services Coordinated Transportation Plan (HSCTP).

### **Procurements**

All subrecipients must comply with all federal requirements associated with procurements of all items purchased with Federal funds. Contact the City of Phoenix for technical assistance *prior*

to conducting procurements utilizing any grant funds. Procurements conducted outside of the federal guidelines may impact an agency's eligibility to be reimbursed for expenditures.

### **Eligible Expenses and Reimbursements**

Qualifying expenditures are reimbursed to the subrecipient by the FTA through the City of Phoenix, when submitted with appropriate accompanying documentation. The application for reimbursement must be accompanied by detailed backup documentation for all eligible expenses. At a minimum the documentation shall include, but is not limited to a listing of all invoiced costs with vendors and payment dates; copies of paid invoices received from vendors for purchases of supplies and services; all purchases of vehicles shall be accompanied with "Vehicle Inventory Record" form; all other asset purchases shall be accompanied with a "Capital Asset Purchase" form; verification of all staff or contractor hours billed, including copies of all applicable timecards, payroll records or other time reporting documentation; and any other documentation as required by Phoenix or the FTA.

### **Reporting Requirements**

All subrecipients will be required to submit quarterly and annual progress reports including grant milestones, financial status, and program measures to the City of Phoenix. Specific reporting requirements will be outlined in the Grant Pass through Agreement. MAP-21 also changes the performance measure reporting requirements and the City of Phoenix will communicate any changes with subrecipients when FTA finalizes the requirements.

### **Milestone Progress Reports (MPR)**

Each quarter, subrecipients are required to submit milestone progress reports for all active FTA funded projects. The subrecipient will provide revised estimated project milestone and/or actual completion dates to PTD as appropriate and narrative descriptions of progress for each project. An explanation as to why the date changes are necessary should be included in the report.

### **Financial Status Reports (FSR)**

The subrecipient must submit an accrued cost listing to PTD for eligible grant expenditures not yet submitted to the designated recipient for reimbursement. PTD prepares the FSR and submits to FTA quarterly.

## **PROJECT MANAGEMENT AND EXPENDING FUNDS**

### **Forfeiture of Funds or Equipment**

Subrecipients who report no progress toward completing the grant funded activities in a quarter (without sufficient justification), or who have federally funded vehicles or equipment not in service during their useful life will be cautioned to expedite progress or put the equipment back in service. After significant lack of progress or delay in utilizing the equipment during its useful life, subrecipients may be subject to forfeiture of the grant funds or equipment.

Funds or equipment forfeited during the federal period of availability of funds (the year of apportionment plus two years), may be re-awarded to the highest ranked, un- or under-funded projects within the same selection process, redistributed proportionally between the remaining projects within the same grant, or rolled over for the next competitive selection process.

Funds or equipment forfeited after the period of availability has passed may be awarded to the highest ranked, under-funded projects within the same selection process, redistributed

proportionally between the remaining projects within the same grant or otherwise redistributed by the designated recipient.

### Surplus Funds or Equipment

Surplus funds resulting from projects that do not use the entire assigned grant budget or equipment no longer needed with remaining useful life identified within the federal period of availability of funds may be awarded to the highest ranked, un- or under-funded projects for the application period, redistributed proportionally between the remaining projects funded within the same grant, or rolled over for the next competitive selection process.

Surplus funds resulting from projects that do not use the entire assigned grant budget or equipment no longer needed with remaining useful life identified after the period of availability has passed, may be awarded to the highest ranked, under-funded projects for the application period, redistributed proportionally between the remaining projects within the same grant or otherwise redistributed by the designated recipient.

### Vehicle Procurements

The City of Phoenix leads or approves the procurement for all vehicle purchases on behalf of subrecipients. Exceptions for self-procurement may be approved for public transit or municipal agencies with experience in meeting federal regulations for vehicle procurements. For FY 2015, the City of Phoenix will be seeking to utilize State of Arizona contracts already in place to purchase 5310 vehicles. Actual vehicle types may vary depending on Federal Buy America requirements, and availability/terms of State of Arizona contracts. ***Please note, the pricing listed below is an estimate based upon State of Arizona pricing. The following vehicle types are anticipated to be available:***

Cutaway With Lift Raised-roof “body-on-chassis cutaway” with wheelchair lift, seats up to nine ambulatory passengers and has two wheelchair positions (lessened ambulatory capacity with wheelchair occupancy); **COST ESTIMATE: \$61,000**

Minivan With Ramp: Minivan with one wheelchair position and manual accessibility ramp, seats up to five ambulatory passengers (lessened or no ambulatory capacity with wheelchair occupancy). **COST ESTIMATE: \$38,000**

Passenger Van No Lift: A 12 passenger (including driver) van without a wheelchair lift; **COST ESTIMATE: \$28,000**

Minivan No Ramp: A seven passenger (including driver) minivan without a wheelchair lift. **COST ESTIMATE: \$25,000**

Although every attempt is made to procure and deliver vehicles within one calendar year of the submittal of the City of Phoenix grant application to the FTA, longer periods are not uncommon, and is highly subject to invitation-for-bid and delivery schedules, staffing, and industry manufacturing cycles and inventories.

## **ASSET MANAGEMENT**

### **Vehicle Use**

Vehicles must be maintained and used for the intended purpose under which they are purchased. Maximum use of vehicles is encouraged, first for program related purposes, then other federal programs and project purposes. The City of Phoenix Public Transit Department (PTD) is responsible for maintaining continuing control over vehicles and ensuring the vehicles are being utilized for eligible public transit purposes.

### **Vehicle Title and Lien**

In order to ensure proper use of grant funded equipment throughout its useful life, the City of Phoenix holds a first lien on all equipment in the amount of the federal share of the equipment cost. The lien extends through the useful life of the capital equipment, until the remaining asset value is less than \$5,000, which is usually demonstrated at the time of vehicle disposition.

### **Maintenance and Annual Inspection Requirements**

The City of Phoenix is responsible for ensuring that all vehicles purchased with federal funds are maintained in good operating order. Subrecipients are required to follow manufacturer's suggested maintenance schedules to maintain good working order. Subrecipients will be required to have their vehicle inspected annually and must provide adequate maintenance records.

### **Change in Vehicle Status or Condition**

Any extraordinary change in the status or condition of a vehicle or other capital equipment (including damage, operational failure, or legal involvement), must be reported to the City of Phoenix within five working days, even if satisfactory repair can be made within this period. Items such as flat tires, minor glass and paint scratches, minor dings, other incidental body dents, and regular, non-accident related repair or normal replacement items are not subject to this requirement unless a vehicle is out of service for more than 72 hours.

### **Accident Reporting**

Subrecipients must report a vehicle incident, accident or casualty to the City of Phoenix within 72 hours of the occurrence. Vehicles that are damaged and repairable must be repaired to an equal or better condition, compared to the condition prior to the incident. If the vehicle is deemed a total loss, the following documentation must be submitted to the City of Phoenix within 10 working days of the incident: Vehicle Identification Number; vehicle make, model, and model year; vehicle mileage at the time of the incident; Arizona Accident Report or Incident Report forms; and insurance company correspondence indicating the settlement.

### **Required Insurance Coverage**

Recipients are responsible for acquiring and maintaining current, appropriate insurance on their capital equipment while under City of Phoenix lien. Vehicle and large capital equipment require the recipient to list City of Phoenix as the Certificate Holder, Loss Payee and Additional Insured on their policy. The Certificate of Insurance must be submitted to City of Phoenix prior to taking delivery of the vehicle(s) and updated copies provided annually.

## **SUBRECIPIENT REVIEWS/OVERSIGHT**

### **Record Keeping and Audits**

Records must be maintained in an auditable manner during the period of contractual obligation to City of Phoenix and the FTA for six years after the date of completion of the project and/or release of the lien or disposition date of the vehicle. The subrecipient should maintain records regarding vehicle trip logs as well as information on driver safety records and incidents, vehicle insurance, regular and major maintenance and repair, and operating budget(s). The subrecipient should also keep up-to-date records on such aspects as ADA and other Civil Rights program requirements.

### **Desk Reviews**

Desk Reviews will be conducted annually for subrecipients with any grant funded vehicles on lien from the City of Phoenix. Subrecipients will be required to submit applicable items such as proof of insurance, annual vehicle inspection documentation and maintenance records.

### **Site Reviews**

Site Reviews will be conducted at least once every three years and will include an assessment of all applicable federal, state, and City of Phoenix requirements. A subrecipient may be reviewed by the City of Phoenix, applicable federal agencies, or their designees without notice at any time during this period.

## **APPLICATION RESOURCES**

Grant Program Information and Resources:

<http://www.azmag.gov/Committees/Committee.asp?CMSID=1047>

City of Phoenix Subrecipient Resource Page:

<https://www.phoenix.gov/publictransit/subrecipient-resources>

FTA Certifications and Assurances:

<http://www.gpo.gov/fdsys/pkg/FR-2014-01-31/pdf/2014-01888.pdf>

FTA Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) Resources:

<http://www.fta.dot.gov/map21.html>

US Department of Transportation FTA Master Agreement:

<http://www.fta.dot.gov/documents/21-Master.pdf>

MAG FY 2014 Human Services Coordination Transportation Plan Update:

[http://www.azmag.gov/Documents/FY2014\\_HS\\_coordination\\_trans\\_plan\\_05-31-13.pdf](http://www.azmag.gov/Documents/FY2014_HS_coordination_trans_plan_05-31-13.pdf)

Department of Transportation MAP-21 Guidance Published June 6, 2014, in the Federal Register:

<http://www.gpo.gov/fdsys/pkg/FR-2014-06-06/pdf/2014-13178.pdf>

Section 5310 – FTA Circular:

[http://www.fta.dot.gov/documents/C9070\\_1G\\_FINAL\\_circular.pdf](http://www.fta.dot.gov/documents/C9070_1G_FINAL_circular.pdf)

***For agencies outside of the Phoenix-Mesa Urbanized Area, visit ADOT's grant page at:***

***<http://azdot.gov/planning/TransitProgramsandGrants/enhanced-mobility-of-seniors-and-individuals-with-disabilities>***