

MINUTES OF THE  
MAG ELDERLY PERSONS AND PERSONS WITH DISABILITIES  
5310 TRANSPORTATION AD HOC COMMITTEE

March 26, 2014

MAG Office Building, Chaparral Room  
Phoenix, Arizona

MEMBERS ATTENDING

Matt Dudley, City of Glendale, Chair  
\*Michael Celaya, City of Surprise  
\*Julie Howard, City of Mesa  
Jorge Luna, Valley Metro  
Christine Plante for Christine McMurdy,  
City of Goodyear

Wendy Miller, City of Phoenix  
Ann Marie Riley, City of Chandler  
Kristen Sexton, City of Avondale

\*Neither present nor represented by proxy.  
#Attended by telephone conference call.  
+ Attended by videoconference

OTHERS PRESENT

DeDe Gaisthea, MAG

1. Welcome and Introductions

Matt Dudley, City of Glendale, Chair, called the meeting to order at 10:00 a.m. He welcomed Ann Marie Riley, City of Chandler, as the new Vice Chair of the committee. Introductions ensued.

2. Call to the Audience

No comments were made at this time.

3. Approval of the MAG Ad Hoc EPDT Committee January 30, 2014 Meeting Minutes

Chair Dudley asked for a motion to approve the January 30, 2014, meeting minutes. Wendy Miller, City of Phoenix, made a motion to approve the minutes. Jorge Luna, Valley Metro, seconded the motion. The motion passed unanimously.

4. FY 2014 Section 5310 Overview of Application Process and Application Submissions

Chair Dudley introduced DeDe Gaisthea, MAG, to provide an overview on the FY 2014 Section 5310 application process, applications submitted, and information on the preliminary review conducted by the City of Phoenix and MAG. Ms. Gaisthea advised that MAG staff in collaboration with the City of Phoenix Public Transit Department staff offered technical

support to potential applicants for the Section 5310 Phoenix/Mesa Urbanized Area (UZA) during the week of March 3-5, 2014. She noted the application deadline for the Arizona Department of Transportation (ADOT) Section 5310 for the small urban and rural areas is due on April 8, 2014 and will provide further information when available. The Section 5310 Phoenix/Mesa UZA was March 14, 2014. MAG received application submittals for 39 projects from 29 agencies for the Section 5310 Phoenix/Mesa urbanized.

Ms. Gaisthea noted the City of Phoenix Public Transit Department in collaboration with MAG staff conducted an initial review of applications for the Section 5310 Phoenix/Mesa UZA to determine eligibility. It was determined that applications from Sun Health and Benevilla agencies were ineligible due to submission past the deadline. Section 5310 Phoenix/Mesa UZA program guidelines state that late applications, or those that are incomplete, will not be accepted. Committee members noted applicants were informed that late applications would not be accepted at the application training held by MAG. Ms. Gaisthea also noted one of the two applications submitted by the City of Tolleson for a New Freedom project was determined ineligible due to not meeting Federal Transit Administration (FTA) eligibility criteria. She advised a total of five projects submitted by three different agencies were determined ineligible. A total of 34 projects from 27 agencies eligible for review for the Section 5310 Phoenix/Mesa UZA. All agencies have been notified of their status.

Chair Dudley noted the number of applications and number of agencies applying for the Section 5310 Phoenix/Mesa UZA has greatly increased over the previous years. Chair Dudley thanked the Committee members in advance for their time and commitment to this very important effort for the population of older adults and persons with disabilities. He also stressed the importance of following the process and timeline due to the number of applications submitted this year.

#### 5. FY 2014 Section 5310 Program Update

Chair Dudley proceeded with welcoming Wendy Miller, City of Phoenix, to provide an update on the FY 2014 Section 5310 program and information on revisions made to the application. Ms. Miller advised the majority of revision made to the application were discussed in the previous Committee meeting. She noted when the application was originally completed and MAP-21 legislation was reviewed, it indicated there were no changes in the match percentage for vehicles. However, upon further review of 5307 it was noted if vehicles were being purchased for American with Disabilities Act (ADA) purposes or to meet Clean Air Act guidelines, there was an 85/15 match for vehicles. Therefore, vehicles with a lift, are determined 85/15. The adjustment was made which allowed for federal dollars to be stretched a bit farther; benefitting the applicant.

Ms. Miller noted another item, although not address in the application, was for facilities that meet the same guidelines. Those projects are set at 90/10 match and will be clarified in the next application. Ms. Miller noted for example that ADA bus stops are considered facilities subject to the 90/10 match. In past years, recommendations were submitted through the MAG Committee process. A Transportation Improvement Plan (TIP) amendment would then

be requested through a separate process at a different time. Ms. Miller advised that FTA has requested that the City of Phoenix submit Section 5310 Phoenix/Mesa UZA applications by June 30, 2014. Therefore a request has been made and MAG has accepted for the TIP amendment funding amounts to be submitted at the same time as the Section 5310 Phoenix/Mesa UZA recommendation is submitted to the MAG Regional Council. She noted during the evaluation process City of Phoenix staff will have different funding scenarios to offer along with the recommendations with the outcome being an approved dollar amount to move forward.

Ms. Gaisthea advised the priority listing with the recommended funding amounts is new for the Committee, however, the City of Phoenix had provided the funding amounts for the process last year. Ms. Gaisthea thanked the City of Phoenix for offering the funding amount information for the previous application process. Ms. Miller advised there is an apportionment of \$2.9 million. From that, the approximate 55 percent for the traditional 5310 projects is \$1.599 million to include a carryover from the previous year of \$463,000, brings the total available for traditional 5310 projects to \$2,063,166. The remaining 45 percent minus a ten percent administrative fee is \$1,018,096 for New Freedom type projects. Ms. Miller noted that it appears as though a large portion of the requests will be able to be funded with a shortage of \$840,000 after ineligible projects have been removed. Mr. Luna, Valley Metro inquired whether traditional or New Freedom project were affected by the shortfall. Ms. Miller responded she would provide a further breakout of the over requested amount by project at the next meeting.

Ms. Miller noted two mobility management requests have been submitted for the east valley region. In the past, ADOT recommended having four mobility managers; one for east, west, north and south valleys. Ms. Miller advised applications were submitted by the incumbent, Marc Community Resources; and the second application was submitted by Chandler Gilbert Arc, also in the east valley. She noted the City of Phoenix is open to discussing of how mobility managers will function in the region and whether changes to ADOT's original direction is needed. Ms. Gaisthea noted the designation of the City of Phoenix as the Designated Recipient for the Section 5310 Phoenix/Mesa UZA program offers more of a regional focus on the needs of the community.

Chair Dudley expressed appreciation for the City of Phoenix efforts in accepting the Committee's recommended priority listing for submittal to the FTA for the last application process. He also encouraged further discussion to determine the purpose of the mobility managers in the region. Ms. Miller clarified that mobility managers, vehicles, and equipment are split out and are part of the 55 percent and New Freedom requests are separate. A minimum of fifty-five percent of traditional projects are required to be funded. Ms. Miller noted there were remaining funds from last year's 55 percent and provided a brief overview of the reason for the carryover. She added both City of Phoenix and MAG are in agreement with wanting to fill the need and not have funds carry over.

Ann Marie Riley, City of Chandler, Vice Chair, requested clarification about two requests for operating assistance. Ms. Miller noted a couple of requests were received for New Freedom projects from traditional 5310 agencies. She provided a brief overview of the requests

submitted by STARS. Ms. Miller reviewed the FTA requirements for New Freedom projects and gave examples of a traditional 5310 agency's eligibility to seek operating assistance. Brief discussion ensued clarifying the STAR application for operating assistance. There was no further discussion.

#### 6. FY 2014 Section 5310 Evaluation Process

Chair Dudley invited Ms. Gaisthea to provide information on the FY 2014 Section 5310 application process evaluation time line and proposed applicant interview process. Ms. Gaisthea provided an overview of the timeline provided in the meeting materials. Ms. Gaisthea reviewed the dates for when applicants will receive follow-up questions from the Committee as well as due dates for responses. Ms. Gaisthea noted preliminary scores and Committee questions are due to MAG on April 15, 2014 by 10:00 a.m. Ms. Gaisthea noted applicants will respond to the Committee questions by April 17, 2014, and will forward responses received to Committee members later that afternoon. She noted the Committee had recommended providing scores and applicants questions earlier in the process this year at the January 30, 2014 meeting. The Committee noted submitting questions earlier would allow applicants additional time to respond to questions and additional time for Committee members to review the applications responses.

Kristen Sexton, City of Avondale, advised of potential scheduling conflicts to attend the interview process and inquired whether to proceed ranking all applications. Ms. Gaisthea advised in the past a Committee member had submitted their preliminary scores as their final scoring due to the time commitment of a two day interview. The Committee discussed the merits of holding the interview process over two days due to the number of applications submitted. The Committee suggested having mobility management and traditional application project requests interview on the first day with New Freedom projects and any additional traditional requests on the next day. Ms. Gaisthea noted the Committee will develop the priority listing on the last day of the interview. The consensus of the group was to hold the interviews over a two day period. The applicant interview schedule is still tentative and will be forwarded to the Committee once agencies have confirmed their interview times.

Ms. Gaisthea reviewed the approval process for the Section 5310 Phoenix/Mesa UZA priority listing. She noted the priority listing with funding amounts will proceed to the MAG Human Services Technical Committee on May 8, 2014 and to MAG Management Committee on May 14, 2014 for recommendation, then to MAG Regional Council on May 28, 2014 for approval. She noted, once approved the priority ranking with funding amounts will be included the TIP amendment. Clarification was requested on the TIP amendment process. Ms. Miller provided a brief overview, noting all federal dollars are required to be programmed in the Transportation Improvement Plan, and the process leading to submission of the grant application to FTA. MAG staff submits the TIP amendment through the MAG committee process for approval.

Ms. Gaisthea noted Section 5310 applicants for the Phoenix/Mesa UZA will receive notification in June, with one week from the date of notice for appeals. The larger planning

area is the ADOT application process which is still ongoing. The number of applicants for the rural area is unknown. Ms. Gaisthea advised the Committee will still need to review these applications because they are in the MAG planning area. She advised last year ADOT received only one application through their process and they anticipate the same amount this year. Mr. Luna inquired whether a request can be made for ADOT to share their Ms. Gaisthea confirmed a request can be made to ADOT.

Ms. Gaisthea summarized the evaluation process. She noted Committee member questions for applicants and preliminary scores are due to MAG by April 15, 2014. Applicants will receive the questions the afternoon of April 15, 2014 and respond by April 17, 2014. Committee members will receive the responses the afternoon of April 17, 2014. Applicant interviews will take place over two days on April 22-23, 2014. Mobility Management and traditional requests will be heard on April 22, 2014. Any additional traditional requests and New Freedom eligible projects will be heard on April 23, 2014, at which time the Committee will also develop the priority listing for the 2014 Section 5310 Phoenix/Mesa UZA program. Copies of the 2014 Section 5310 Phoenix/Mesa UZA applications were handed out to Committee members. No further discussion ensued.

Chair Dudley called for motion. Ms. Plante, Goodyear, made a motion to recommend approval of the FY2014 Section 5310 evaluation process. Kristen Sexton, Avondale, seconded the motion. Ms. Gaisthea provided information on distribution of the applications for Committee members being made available. The motion passed unanimously.

7. Request for Future Agenda Items

Chair Dudley requested input on items to be addressed at future meetings. Ms. Miller requested an opportunity for the Committee to discuss mobility management in the region. Discussion ensued regarding expanding this discussion to a larger group, research on what other regions are doing, and starting the discussion process with the Committee. Mr. Luna inquired if mobility managers can apply for Job Access and Reverse Commute (JARC) funding. Ms. Miller advised mobility management projects is an eligible request under JARC funding. Ms. Gaisthea advised mobility management can be discussed further at the next Committee meeting.

8. Comments from the Committee

The Committee inquired if any best practices or descriptions for mobility management type projects on the national level could be shared before the next meeting. Ms. Gaisthea advised she would research national best practices on mobility management and will forward the information to Committee members.

Adjourn

The meeting adjourned at 11:50 p.m.