FY 2013
Phoenix-Mesa-Glendale Urbanized Area
Grant Application

# Federal Funds Regional Competitive Project Application

Competitive Selection Process Coordinated By:

MARICOPA ASSOCIATION of GOVERNMENTS

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# SECTION 1: BACKGROUND AND PROCESS

## APPLICATION & SELECTION PROCESS

Project funding will be determined by a competitive selection process. MAG staff will work in coordination with the Transit Committee/ad-hoc evaluation committee to determine eligibility for funding and ranking of projects.

The MAG staff will publish the list of applications and allow for a one week period for public comment. Applicant's contact information may be provided to the public.

*APPLICANT INTERVIEWS*

The Project Evaluation Panel members individually review and score each application prior to the applicant interviews. 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.

*APPROVAL PROCESS*

Once the interviews are completed, the panel convenes, scores are discussed and final project selection decisions are made based on the published criteria. A review of the recommended application is conducted by the MAG staff and Transit Committee. 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.

*FINAL SELECTION*

The draft list of recommended projects to be funded will be submitted to MAG Transit Committee for recommendation and to Regional Council for final project approval. Final projects are sent to the MAG Regional Council for authorization to receive and disburse grant funds and execute Grant Pass Through Agreements with City of Phoenix, the designated grant recipient and agencies whose projects have been selected for funding.

*APPEAL PROCESS*

Applicants will be given the opportunity to appeal the final funding recommendations. The applicant 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. Letters of appeal must be submitted and postmarked within 14 calendar days after the postmarked date of decline notice and mailed to: Alice Chen at achen@azmag.gov. The appeal will be reviewed by the MAG Transit Committee at the following meeting date.

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

## PROJECT EVALUATION PANEL

The evaluation process will include initial evaluation of all submitted projects, initial reading scores for all applications, and an evaluation session. The project evaluation panel will comprise of an ad-hoc evaluation team. The recommendations of the ad-hoc panel would be reviewed by the Transit Committee before they are forwarded to Regional Council for approval. The evaluation committee shall be composed of representatives from MAG member agencies.

- Each MAG member agency may choose to appoint one individual to the committee.
- The representative must remain constant throughout the process and commit to the initial evaluation, ranking, and selection process.
- A substitute representative may be allowed upon request.
- Representative must attend all meetings and submit all forms to be granted voting rights.

## QUALIFYING CRITERIA

All projects will be required to submit an initial set of documentation to be eligible for consideration. Projects submitted through the competitive grant process need to meet the qualifying criteria before continuing through the process.

1. 1. Local Match as demonstrated by either the:
    - CIP Budget; or,
    - A letter of commitment from the City Manager or Agency CEO;
2. A preliminary project scope;
3. Documentation that the National Environmental Policy Act (NEPA) process for the project has begun for non-Categorical Exclusion projects or demonstration of a Category Exclusion.

## PROJECT AWARD

*TIP/STIP AMENDMENT*

All projects selected for funding must be included in the 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 forwards to ADOT. ADOT then processes the amendment for inclusion in the STIP and forwards to FTA for final approval.

*ENTERING INTO AGREEMENT WITH CITY OF PHOENIX*

All sub recipients will be required to enter into a Grant Pass-Through Agreement with the City of Phoenix as a result of being awarded any grant funds. The City's Grant Pass Through Agreement incorporates the terms and conditions outlined in the FTA's Master Agreement. To view the FTA Master Agreement, visit: *http://www.fta.dot.gov/documents/18-Master.pdf*.

## REPORTING

All projects rewarded under the competitive Grant Process will be required to adhere to reporting guidelines. Project updates are will be reported to the MPO on a semi-annual basis.

## CLOSE OUT

Projects funded under the competitive process will have will be subject to close-out policies adopted by MAG Regional Council. Please refer to the policy guidelines.

## PROGRESS/TIMELINES

Projects awarded under the Regional Competitive Process will have a four year window to complete projects and a maximum deferment period of one year after which the funds are available for reprogramming, through the close-out process. A second deferment may be allowed but must be approved by MAG Regional Council and must demonstrate extraordinary circumstances. It is understood that procurement projects have a different process and schedule.

| Phase | Step | Time from Award to Complete |
|---|---|---|
| Design | Bid | 2 Years |
| | Award | |
| | Complete | |
| Environmental | Review Initiated | |
| | Documentation Complete | |
| | FTA Approval | |
| Right-of-Way | Site Selected | 1 Year |
| | Acquisition Complete | |
| Construction | Bid | 1 Year |
| | Award | |
| | Complete | |

## DEADLINE AND CONTACT IFORMATION

For inquiries regarding the FTA Competitive Projects Process through the Maricopa Association of Governments (MAG), contact Alice Chen or Teri Kennedy, 302 N. 1st Avenue, Suite 300, Phoenix, Arizona, 87503, Phone: (602) 254-6300, Fax: (602) 254-6490, E-mail: **achen@azmag.gov** or tkennedy@azmag.gov.

## APPLICATION DEADLINE

Applications are due to the MAG offices, 302 North 1st Avenue, Suite 300, Phoenix, AZ 87503 no later than **March 11, 2013 at 10:00 a.m. Mountain Standard Time.** Please make all materials attention to **Alice Chen**. MAG staff will time and date stamp your materials, certifying the date/time your application was received. A receipt can be issued if requested.

**Late applications will not be accepted.**

**Submittal must include two hard copies of the application**.

ADDITIONALLY- please submit one (1) electronic copy via email or CD to Alice Chen at achen@azmag.gov.

# SECTION 2: CHECKLIST and SCHEDULE

## CHECKLIST

The following documents must be submitted as part of your application:

- ☐ **Section 2 – Checklist and Schedule**
- ☐ **Section 3 – Project Description**
- ☐ **Section 4 – Evaluation Metrics**
- ☐ **Section 5 – Attachments**

## PRELIMINARY SCHEDULE FOR FISCAL YEAR 2013[1]

| Date | Description |
|---|---|
| February 14, 2013 | **Transit Committee -** recommends MAG Regional Programming Guidelines for Federal Transit Formula Funds and Project Application to Regional Council for Approval |
| February 15, 2013 | **MAG staff** - Applications made available to member agencies |
| March 11, 2013 | **Applicants -** Applications due to MAG – 10:00 a.m. |
| March 14, 2013 | **Transit Committee -** reviews list of applications/ applicants |
| March 15, 2013 | **MAG staff -** Application made available to Evaluation Committee on MAG website<br>Public notice of funding available is submitted for publication. |
| March 19, 2013 | **Evaluation Committee -** training 10:00 – 11:00 a.m. |
| March 27, 2013 | **MAG Regional Council -** approves final MAG Regional Programming Guidelines for Federal Transit Formula Funds and Project Application |
| March 28, 2013 | Public notice of agencies submitting for funding is submitted for publication. |
| April 8, 2013 | **Evaluation Committee** - questions for applicants due to MAG Staff – 10:00 a.m.<br>**MAG Staff -** Questions emailed out to applicants with 24 hours. |
| April 11, 2013 | **Transit Committee -** information/updates as necessary |
| April 12, 2013 | **Applicants -** Reponses from to questions to MAG – 10:00 a.m.<br>**MAG Staff** - Responses posted to MAG website within 24 hours. |
| April 19, 2013 | **Evaluation Committee -** Initial Evaluation Scores due to MAG Staff – 10:00 a.m. |
| April 22, 2013 | **Applicants -** Powerpoints (not required) due to MAG – 10:00a.m. |
| April 24, 2013 | **Evaluation team/Applicants -** meet for presentation/Q&A – 15 minute maximum time per Project Application. |
| May 9, 2013 | **Transit Committee** - recommend list of projects for inclusion in TIP |
| June 26, 2013 | **MAG Regional Council** - approves list of projects |
| August 21, 2013 | **Regional Council** - Approves TIP |
| September, 2013 | Governor's designee approves MAG 2014-2018 TIP |
| October, 2013 | First Four Years of the MAG 2014-2018 TIP included in 2013-2016 Arizona STIP |

[1] Please note that this schedule is preliminary and subject to change.

# SECTION 3: PROJECT DESCRIPTION

## PROJECT OVERVIEW

**1 Please provide the following:**

| | |
|---|---|
| **Lead Agency** | |
| **Other Partnering Agencies** | |
| **Project Type (Transit Accessibility, State of Good Repair, or Asset Management, etc.)** | |
| **Project Title** | |

**2 Please provide Program Year Preference. Circle the appropriate year for each choice.**

| | | | |
|---|---|---|---|
| **First Choice** | FY 2013 | FY 2014 | FY 2015 |
| **Second Choice** | FY 2013 | FY 2014 | FY 2015 |
| **Third Choice** | FY 2013 | FY 2014 | FY 2015 |

**3 List the amount requested for your project.**

| | **Local Share:** | **Federal Share:** | **TOTAL AMOUNT:** |
|---|---|---|---|
| **Capital (80/20):** | | | |

## Project Goals and Objective

**4 Please describe your project goals and objectives. Include in the description how you plan to measure and report the success of your project as a good use of regional Federal Funding? (750 characters or less).**

**5 Please provide your project location. Please attach a GIS-Based Map in shape file format. Include in the description the target population(s) to be served. (450 characters or less)**

**6 Please provide the scope of the project including estimated start and completion dates for your project. Please limit written narrative to 750 characters or less and fill out box below.**

| | | | |
|---|---|---|---|
| **Phase** | **Step** | **Applicable? (Y/N)** | **Estimated Completion Date** |
| Design | Bid | | |
| | Award | | |
| | Complete | | |
| Environmental | Review Initiated | | |
| | Documentation Complete | | |
| | FTA Approval | | |
| Right-of-Way | Site Selected | | |
| | Acquisition Complete | | |
| Construction | Bid | | |
| | Award | | |
| | Complete | | |

**7 Please provide any on-going operations and maintenance costs that will be incurred as a result of this project.**

| | |
|---|---|
| Estimated additional annual operations & maintenance funds required for features/functions added by this project | |
| Estimated DATE from when required additional O&M funds will be available to support this project | |
| Source of additional O&M funds necessary to support this project | |

# SECTION 4: EVALUATION METRICS

Please fill out Part A in this section if the project is best classified as a State of Good Repair Project and Part B if it is best classified as a Transit Accessibility Project. **PLEASE FILL OUT ONLY PART A OR PART B.**

## A. PERFORMANCE BASED PROJECT EVALUATION CRITERIA FOR STATE OF GOOD REPAIR (40%)

**1 Please describe the asset(s) age relative to its useful life. What is the useful life of the asset(s) as defined by FTA? Is this project a refurbishment of an existing resource? Please explain in 750 characters or less.**

**2 The following questions address how the project is critical to the type of service it provides, whether it is bus replacement, midlife rebuild, parts replacement or facility maintenance issue. Please limit to 250 characters per section.**

**a. Please estimate the number of transit routes impacted and describe how the number is derived?**

**b. Please estimate the number of individuals impacted and describe how the number is derived?**

**c. Please describe how the proposed project will increase the lifecycle of an asset.**

**3 Please provide a cost/benefit analysis. Cost of project/number of people based on the data from 2a and 2b and 2c. Describe the results in 120 characters or less.**

## B. PROJECT PERFORMANCE BASED EVALUATION CRITERIA FOR TRANSIT ACCESSIBILITY (40%)

**1 Please describe how the project when completed will improve transit access for pedestrians, bicyclist or other type of users. (450 character narrative allowed in addition to data supporting each metric).**

| Description | Quantity |
|---|---|
| a) Measured by LOS on the adjacent roadway of the proposed project (MAG) | |
| b) Measured by the traffic count on the adjacent roadway of the proposed project (MAG) | |
| c) Measured by the number of residents within 1/2 miles walking distance for pedestrian and 3 miles for bicycle project (Census 2010) | |
| d) Measured by the number of employment centers within 1/2 miles walking distance for pedestrian and 3 miles for bicycle project (Census 2010) | |
| You may provide additional narrative. Please limit to 450 characters or less. | |

**2 The following questions address how the project proposes to improve system connectivity and system. Please limit to 450 characters per section.**

**a. How will it connect different modes?**

**b. How will it address missing links in the system?**

**c. Please estimate the number of routes impacted and describe how the number is derived?**

**d. Please estimate the number of individuals impacted and describe how the number is derived?**

**3 Please describe how the project will directly or indirectly impact the land use of the project location to improve accessibility for transit users. Describe the results in 750 characters or less.**

**4 Please provide a cost/benefit analysis. Cost of project/number of people based on the data from 2a and 2b and 2c. Describe the results in 120 character or less.**

## C. PROJECT EQUITABLE / TITLE VI /SPECIAL NEEDS EVLUATION CRITERIA (30%)

This section must be filled out for **ALL** projects.

**1 Please describe how the project will improve accessibility and transport services for economically disadvantaged populations, non-drivers, senior citizens, and persons with disabilities. Complete the table below by filling in the Quantity box.**

| Description | Quantity |
|---|---|
| a) Percentage low income residents within 1/2 mile (Census 2010) | 0.00% |
| b) Percentage non-drivers in households within 1/2 mile (Census 2010) | 0.00% |
| c) Percentage senior citizens in households within 1/2 mile (Census 2010) | 0.00% |
| d) Percentage persons with disabilities in households within 1/2 mile (Census 2010) | 0.00% |
| e) Number of individuals without driver licenses within 1/2 mile (Census 2010) | |
| f) The minority population as a percent of total within 1/2 mile (Census 2010) | 0.00% |
| g) The project is necessary to meet ADA compliance (yes/no) | |
| h) Describe the findings of population analysis conducted by the MAG Human Services Division. Please describe in 250 characters or less. | |
| You may provide additional narrative. Please limit to 450 characters or less. | |

## D. PROJECT SAFETY CRITERIA SAFETY (20%)

This section must be filled out for **ALL** projects.

**1 Please describe how this project directly improves the safety of transit users or providers. Please explain in 750 characters or less.**

**2 Please describe how this project directly addresses transit crime concerns. Please explain in 750 characters or less.**

## E. PROJECT BUDGET (10%)

This section must be filled out for **ALL** projects.

In this section you will be asked to provide the budget information for the capital and operating costs associated with the project. Please be specific and thorough when providing line items within your budget. If listing personnel salaries, please indicate the anticipated salary, any overhead or fringe costs and the estimated number of hours. The budget should contain all anticipated line items that will be requested for reimbursement including materials, supplies, etc.

1. **Can this project be scaled to a more limited scope with less funding? Please describe in 250 characters or less.**

2. **Would your agency accept partial funding for this project?**

   a. **If yes, are there any funding minimums, limits or thresholds for your agency to accept partial funding?**

3. **Please indicate the phase the project is currently in? (Pre-design, NEPA, ROW, Construction)**

4. **Please provide the contact information for persons preparing the grant project budget, submitting grant reports and reimbursement requests and documentation.**

**5. Matching Funds- Please discuss the availability and source and percentage of necessary matching funds for the proposed equipment or service by filling out the table below.**

**CAPITAL BUDGET DETAIL**

List capital expenses for all requested items. Budgets should be detailed listing all line item expenses including overhead, equipment, supplies, etc.

**Capital (Include supplies, equipment, etc.)**

| Requested Item | Quantity | Unit Cost | Subtotal |
|---|---|---|---|
| | | | $ 0 |
| | | | $ 0.00 |
| | | | $ 0 |
| | | | $ 0 |
| **CapitalTotal** | | | |

**Non-Capital (include labor, operating, overhead, etc.)**

| Description | Quantity | Unit Cost | Subtotal |
|---|---|---|---|
| | | | $ 0 |
| | | | $ 0 |
| | | | $ 0 |
| | | | |
| **Non-Capital Total** | | | $ 0 |

**FTA 5307 Match Ratio 80/20**

| | |
|---|---|
| Federal Share (not to exceed 80% of total | $ |
| Local Share | |
| **TOTAL COST** | $ 0 |

**Match Funding Source: List each source and amount**

| Name of Source | Type of Funding | Amount |
|---|---|---|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| **Total** | | $ 0 |

# SECTION 5: ATTACHMENTS

☐ Local Match Support Document (Letter from City Manager, Project Capital Improvement Program)

☐ Graphics including map, engineering documents etc.

# SECTION 6: APPLICANT RESOURCES

## WEB SITES

**Census 2010** – For data related to Census 2010: http://2010.census.gov/2010census/#

**Human Services Coordination Plan** – Federal legislation requires applicants who receive federal funding to comply with a locally derived plan. A prioritized list of strategies is developed to improve efficiencies in service delivery. It is the goal of every plan to coordinate and collaborate on resources to help the most vulnerable in our region move throughout the community. The plan may be found here: http://www.azmag.gov/Documents/EaPWD_2012-05-01_Final-FY2013-Human-Services-Coordination-Transportation-Plan.pdf

**Job Access Reverse Commute (JARC)** – The Job Access and Reverse Commute (JARC) program was established to address the unique transportation challenges faced by welfare recipients and low-income persons seeking to obtain and maintain employment. Many new entry-level jobs are located in suburban areas, and low-income individuals have difficulty accessing these jobs from their inner city, urban, or rural neighborhoods. In addition, many entry level-jobs require working late at night or on weekends when conventional transit services are either reduced or non-existent. Finally, many employment related-trips are complex and involve multiple destinations including reaching childcare facilities or other services. JARC circular may be found here: http://www.fta.dot.gov/13093_7172.html

**MAG- 21** – Updates to MAP-21 as provided by the Federal Administration can be found here: http://www.fta.dot.gov/map21/

**MAG Population Data** – Data for project application must be from documented sources. Population data not available from Census 2010 may be requested from MAG Information services. Assistance may be provided to applicants without GIS capabilities. http://azmag.gov/Information_Services/default.asp

**MAG Transit Committee** – For upcoming agenda items and additional resources, view the MAG transit committee web site: http://www.azmag.gov/Committees/Committee.asp?CMSID=1162

**MAG Transportation Improvement Program –**
http://www.azmag.gov/Projects/Project.asp?CMSID2=1140&MID=Transportation

**MAG Urbanized Areas** – To view the draft maps of the smoothed Urbanized Areas: http://www.azmag.gov/Documents/TIP_2012-12-04_Smoothed-Boundaries-for-Urban-Areas-2000-and-Draft-2010.pdf

**Transit Operators Eligible for Operating Assistance** – Eligible operators are public entities that operate fixed route bus service with 100 or fewer buses in maximum peak hour service, and that operate transit service in a large urbanized area. This provision does not affect the continued availability of operating assistance for public transportation operators in urbanized areas with populations between 50,000 and 199,999. The list may be found here: http://www.fta.dot.gov/documents/Table_3-A_Revised_12-7-12.xlsx

## GLOSSARY OF TERMS

**A.R.S. § 38-431** – Arizona Revised Statute pertaining to Public Meetings and Proceedings.

**Applicant/Designated Recipient (for this application only)** – The organization or entity submitting a grant application to the FTA on behalf of the subrecipient. The City of Phoenix is the "Applicant" to the FTA and the designated recipient of the awarded funds.

**Asset Management** – A system that includes functionality for:

1. Storing a complete asset inventory;
2. Recording condition and performance data for the inventory;
3. Identifying deficiencies in existing assets;
4. Providing decision support capability for predicting future conditions and needs;
5. Tracking data on work accomplishments, including maintenance actions and capital projects; and
6. Supporting monitoring and reporting.

**Competitive Selection Process** – A process to choose which projects will be funded. The process is conducted by the Maricopa Association of Governments, in coordination with member agencies in the Transit Committee and working with City of the Phoenix, the designate grant recipient.

**Designated Recipient** – Any local or state agency applying for and receiving grant funds directly from and authorized by FTA. City of Phoenix is the designated recipient for Section 5307, 5337, 5339, 5309, STP-AZ and CMAQ funds.

**Federal Share** – amount of funds being requested as part of the grant application.

**FTA** – Federal Transit Administration, the implementing agency of the US Department of Transportation for all federal transit programs.

**Local Share** – the amount of funds the sponsoring local agencies will invest in the project.

**MPO** – Metropolitan Planning Organization – a regional planning agency representing a predominately urban area, encompassing all or part of a county. MAG is the regional MPO.

**MAP-21** - Moving Ahead for Progress in the 21st Century Act (MAP-21). On July 6, 2012 President Obama signed into law a new two-year transportation authorization, entitled Moving Ahead for Progress in the 21st Century (MAP-21). The new law authorizes $10.6 billion in FY 2013 and $10.7 billion in FY 2014 for public transportation. MAP-21 will take effect on October 1, 2012. Until then, FTA will continue to manage agency programs under existing law (SAFETEA-LU), which expires on September 30, 2012.

**Subrecipient** (For this application) – Any recipient of grants or grant funding from the designated recipient which originated with a federal agency (e.g., FTA). Generally, a subrecipient is the applicant selected by the designated recipient to receive funding for their project.

**State of Good Repair** – Projects that emphasizes one or more of the following concepts:

7. Maintaining rolling stock and infrastructure as needed;
8. Performing maintenance, repair, rehabilitation and renewal; and/or
9. Reducing or eliminating an agency's backlog of unmet capital needs.

**Transit Accessibility** – Projects that aim to improve accessibility to transit for bicyclists, pedestrians and other non-motorized users. Examples may include bus stop improvements, sidewalk, safety, lighting, shading, and information.

Eligible operators are public entities that operate fixed route bus service with 100 or fewer buses in maximum peak hour service, and that operate transit service in a large urbanized area. This provision does not affect the continued availability of operating assistance for public transportation operators in urbanized areas with populations between 50,000 and 199,999.

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