

March 9, 2015

TO: Members of the MAG Elderly and Persons with Disabilities Transportation Ad Hoc Committee

FROM: Matthew Dudley, City of Glendale, Chair

SUBJECT: MEETING NOTIFICATION AND TRANSMITTAL OF TENTATIVE AGENDA

Meeting - 10:00 a.m.

Wednesday, March 25, 2015

MAG Office, Suite 200 - Chaparral Room

302 North 1st Avenue, Phoenix

The Ad Hoc Committee meeting will be held at the MAG offices at the time and place noted above. Members of the Committee may attend either in person, by videoconference or by telephone conference call.

The meeting agenda and resource materials are also available on the MAG website at www.azmag.gov. In addition to the existing website location, the agenda packet will be available via the File Transfer Protocol (FTP) site at: <ftp://ftp.azmag.gov/ElderlyandPersonswithDisabilitiesTransportationCommittee>. This location is publicly accessible and does not require a password.

Please park in the garage underneath the building. Bring your ticket to the meeting, parking will be validated. For those using transit, the Regional Public Transportation Authority will provide transit tickets for your trip. For those using bicycles, please lock your bicycle in the bike rack in the garage.

In 1996, the Regional Council approved a simple majority quorum for all MAG advisory committees. If the MAG Elderly and Persons with Disabilities Transportation Ad Hoc Committee does not meet the quorum requirement, members who have arrived at the meeting will be instructed a legal meeting cannot occur and subsequently be dismissed. Your attendance at the meeting is strongly encouraged.

Pursuant to Title II of the Americans with Disabilities Act (ADA), MAG does not discriminate on the basis of disability in admissions to or participation in its public meetings. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the MAG office. Requests should be made as early as possible to allow time to arrange the accommodation.

If you have any questions, please call the MAG office at (602) 254-6300.

MAG Ad Hoc Elderly and Persons with Disabilities Transportation Program Committee
TENTATIVE AGENDA
March 25, 2015

COMMITTEE ACTION REQUESTED

1. Call to Order

2. Call to the Audience

An opportunity will be provided to members of the public to address the Elderly and Persons with Disabilities Transportation (EPDT) Ad Hoc Committee on items not scheduled on the agenda that fall under the jurisdiction of MAG, or on items on the agenda for discussion but not for action. Citizens will be requested not to exceed a three minute time period for their comments. A total of 15 minutes will be provided for the Call to the Audience agenda item, unless the EPDT Committee requests an exception to this limit. Please note that those wishing to comment on agenda items posted for action will be provided the opportunity at the time the item is heard.

3. Approval of the MAG EPDT Ad Hoc Committee January 22, 2015 Meeting Minutes

4. Programming Guidelines Update

Teri Kennedy, MAG, will provide an update on programming guidelines. MAG, as the Metropolitan Planning Organization facilitates the selection of projects to be programmed with federal funds for the region. An update on administrative changes to the Section 5310 and programming guidelines will be offered.

5. FY 2015 Section 5310 Overview of Application and Program Update

DeDe Gaisthea, MAG, will provide an overview of the FY 2015 Section 5310 application process. This includes information on applications received for the Federal Transit Administration (FTA) FY 2015 Section 5310 program for the Phoenix-Mesa Urbanized Area (UZA) and update on the Arizona Department of Transportation program for the MAG planning area. Committee members will be provided an update on funding

2. For information.

3. Approve the MAG EPDT Ad Hoc Committee January 22, 2015 meeting minutes.

4. For information and discussion.

5. For information and discussion.

apportionments available for the Phoenix-Mesa UZA region.

6. FY 2015 Section 5310 Evaluation Process

DeDe Gaisthea, MAG, will lead a discussion on the FY 2015 Section 5310 evaluation process. Committee members will be provided an overview of the evaluation time line, evaluation materials, and the proposed applicant interview process for the Section 5310 program. Evaluation materials will include a matrix of applicant's regional coordination participation efforts and previous unspent funding. Committee members will be offered an opportunity to discuss and approve the evaluation process to be utilized. Copies of the FY 2015 Section 5310 Phoenix-Mesa UZA applications will be distributed to Committee members.

7. Request for Future Agenda Items

Topics or issues of interest that the EPDT Program Ad Hoc Committee would like to have considered for discussion at a future meeting will be requested.

8. Comments from the Committee

An opportunity will be provided for EPDT Ad Hoc Committee members to present a brief summary of current events. The Committee is not allowed to propose, discuss, deliberate or take action at the meeting on any matter in the summary, unless the specific matter is properly noticed for legal action.

Adjourn

6. Approval of FY 2015 Section 5310 evaluation proces.

7. For information and discussion.

8. For information.

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

January 22, 2015

MAG Office Building, Cholla Room
Phoenix, Arizona

MEMBERS ATTENDING

Abhishek Dayal, Valley Metro
Matt Dudley, City of Glendale, Chair
Janeen Gaskins, City of Surprise
*Julie Howard, City of Mesa
Wendy Miller, City of Phoenix

Kristin Myers, Town of Gilbert
*Christina Plante, City of Goodyear
Ann Marie Riley, City of Chandler
Kristen Sexton, City of Avondale
Robert Yabes, City of Tempe

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

Cydney DeModica, ADOT MVD, Ex-
Officio Member

OTHERS PRESENT

Wayne Davis, Terros
Jesus Diaz, RIA
Eric Ehst, neighbors Who Care
Jayne Hubbard, Foothills Caring corps.
Emily Litchfield, NAU-CSI
Billy Parker, Chandler-Gilbert ARC

Kristy Ruiz, City of Phoenix
Rick Vaughan, MARC Community
Resources

DeDe Gaisthea, MAG
Jason Howard, MAG

1. Welcome and Introductions

Chair Matt Dudley, City of Glendale, called the meeting to order at 10:00 a.m. Introductions ensued.

2. Call to the Audience

Audience members were given an opportunity to address the Committee on items that were not on the agenda that are within the jurisdiction of MAG, or non-action agenda items that are on the agenda for discussion or information only. There were no comments made.

3. Approval of the Elderly and Persons with Disabilities Transportation (EPDT) Ad Hoc Committee May 22, 2014 Meeting Minutes

Chair Dudley requested a motion to approve the May 22, 2014 meeting minutes. Wendy Miller, City of Phoenix, made a motion to approve the May 22, 2014 meeting minutes. Janeen Gaskin, City of Surprise, seconded the motion. The motion passed.

4. MAG Geographic Information System Mapping Tool Presentation

Chair Dudley welcomed Jason Howard, MAG GIS and Social Economic Program Manager, to offer a presentation on the Geographic Information mapping tool. Chair Dudley noted during the evaluation of the previous year's application process the Committee had inquired on a mapping tool for utilization of potential applications.

Mr. Howard proceeded with a presentation focusing on the ability for grant applicants to insert a service map into their applications. Maps can be inserted using the ARC GIS on-line to create a basic region-wide map that grant applicants can access, draw on and print out or insert into their application. He noted control features are similar to Google Maps and offered a demonstration on using various tools available. A question was raised on where to access the tool. Mr. Howard provided the web link to access the mapping tool, <https://azmag.maps.arcgis.com/apps/webappviewer/index.html?id=2fc5a06253a1417ab349d02fa078239e>. He advised a temporary link can be provided on a relevant web page for the grant application.

The Committee discussed similar tools such as Esri Tapestry Segmentation and NEPAssist. Mr. Howard noted MAG also has its own demographic viewer that includes basic demographics that may be of interest to applicants. Mr. Howard offered staff's availability to offer additional training. The Committee suggested to keep the tool available for applicants as simple as possible. Ms. Howard noted he had provided his contact information to participants during the Section 5310 application workshop training. Ms. Gaisthea noted the GIS Division at MAG has offered to provide potential applicants technical support during this process.

5. Legislative and Regional Update to the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Transportation Program

Chair Dudley introduced DeDe Gaisthea, MAG, to provide the legislative and regional update to the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Transportation Program. Ms. Gaisthea advised that on June 6, 2014, the Federal Transit Administration (FTA) approved the Moving Ahead for Progress in the 21st Century (MAP-21), approving authorization for MAP-21 until May 2015. On September 19, 2014 Congress passed a continuing resolution through December 2014 apportioning partial funding. Ms. Gaisthea noted it is anticipated funding to be within level of the 2014 final apportionment of \$2.9 million. Ms. Gaisthea provided a legislative update to the Section 5310 program. Ms. Gaisthea noted the 2015 Section 5310 application and handbook have been update with following MAP-21 revisions:

- Not less than 55 percent of federal 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.
- 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. Also, “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)

- Mobility Management is categorized as a “traditional” projects and included in the 55 percent funding requirement. Traditional capital is a match 80/20, accessible vehicles is an 85/15 match, and American with Disabilities Act (ADA) is a 90/10 match.
- Project must meet equivalent service standard of projects in regard to schedules, response time, geographic areas of service, hours and days of service, availability of information, reservations capability, constraints on capacity or service availability, and restrictions based on trip purpose.

Ms. Gaisthea commented MAP-21 recommends the human services transportation coordination plan cycle and duration should follow the update cycle for metropolitan transportation plans. At a minimum, every four years in air quality nonattainment areas and five years in air quality attainment areas. She noted the Transportation Improvement Plan (TIP) and the Human Services Transportation Coordination plan are both expected to be updated in 2016. Ms. Miller noted a question was added to the 2015 Section 5310 application based on the federal requirement of how an agency meets the equivalent service standard.

Ms. Gaisthea provided an update on the Section 5310 application process for the Phoenix-Mesa UZA. She noted in agreement with the City of Phoenix Public Transit Department as the designated recipient, MAG will take the lead on the development of the application and guidelines. The application and handbook is expected to be released on February 13, 2015, with no major revisions beyond MAP-21 updates. Ms. Gaisthea advised a request was received for a notice of application and timeline to be released one week prior to the actual release date. Ms. Gaisthea concluded her update.

The Committee inquired on how intergovernmental agreements between the City of Phoenix and the recipient will be processed. Ms. Miller advised in terms of grant pass-through, the City of Phoenix signs agreements with FTA and then signs individual agreements with sub-recipients. The Committee inquired if legal issues between the designated recipient and the subrecipient have ever resulted in not awarding funds. Ms. Miller advised the inability to provide match funding after submitting an application for funding has been the only issue. Chair Dudley commented on the City of Phoenix, as the designated recipient, to ensure the Committee is following all legal requirements for the application process. Additionally, he requested the Committee have the opportunity to review any changes to the application process or format to ensure the Committee is informed before any changes to the application process are implemented by MAG. There was no further discussion.

6. Review of the FY 2015 Application Process

Ms. Gaisthea offered a review of the FY 2015 application process for the Phoenix-Mesa UZA. She began by providing an update on suggestions offered by the EPDT Ad Hoc Committee for the FY 2015 application process. Suggestions included:

- Providing a template of discussion points as a guideline for potential applicants during the agency interview process. Ms. Gaisthea advised MAG staff will draft a template for use by the applicants and will forward to the Committee for review.
- Developing a mapping tool for applicants to utilize when indicating their service area. Ms. Gaisthea will work with MAG staff to offer potential applicants support in the utilization of the mapping tool during the application process. Ms. Miller noted it may be more beneficial to include the link in the applicant handbook.
- Submitting one application for each project with a unique cover letter addressing the specific project. MAG and the City of Phoenix Public Transit Department staff advised potential applicants to submit one application per project. The first page of the application was revised to include a line for the applicant name and the project title.

Ms. Gaisthea noted the Committee had previously requested the continuation of the discussion to set funding request limits for New Freedom projects. The Committee requested clarification on the 55 percent minimum requirement. Ms. Gaisthea advised that 55 percent of the apportioned funds are for traditional capital and mobility management requests. The remaining funds are for New Freedom type projects and administrative costs. Ms. Miller added if the 55 percent was not expended in a single grant year the funds are rolled over to the next grant cycle and are still dedicated for traditional capital projects. Ms. Miller noted in past grant years, projects were prioritized by merit resulting in the highest ranking projects expending much of the funding. She noted applying funding limits may allow a greater and balanced distribution of funds.

Kristen Sexton, City of Avondale, inquired about the process implemented by other regions. Ms. Gaisthea offered to provide best practices at the next Committee meeting. Ms. Gaisthea noted in 2014, the region received seven applications for New Freedom funding with approximately \$3.1 million in funding requests. The available funding for New Freedom was approximately \$700,000. Ms. Miller noted the process includes municipalities competing against nonprofits for the same funding source. She commented setting funding limits could help spread the funding among municipalities and nonprofits adding applications can be prioritized based on merit. Ms. Miller noted the greater project expenses incurred by municipalities versus nonprofits.

Janeen Gaskins, City of Surprise discussed the option of preferential points for nonprofits, including those collaborating with a municipality on a specific project. Kristin Meyers, Town of Gilbert commented on her previous experience with grant applications from a state perspective. Ms. Meyers noted setting funding aside for nonprofits based on historical data. She inquired whether the same process has been used by the Committee and requested the opportunity to review historic trends including awardees, municipality or nonprofit, and the funding amounts awarded. The Committee noted changes in the Designated Recipients for the Section 5310 program may make it difficult to compare the data from year to year.

Ms. Miller noted the methodology utilized in developing the priority listing is defensible. She commented it may not be necessary to set funding limits and set asides which could

complicate the process. She noted the ability to roll funds over if needed, but added administrative difficulty in managing such a process. Ms. Gaskins noted the difficulty of nonprofit agencies to compete with municipalities. She added, for the discussion, preferential points may help strengthen an application that otherwise may not be able to compete against a municipality to supply a demand. Abishek Dayall, Valley Metro, commented on the need to ensure the process is fully vetted based on previous experiences. He inquired if there are “lessons learned” from the previous Section 5310 application process that can help guide the process moving forward. Chair Dudley noted every year brings lessons learned as the process has changed every year. He stressed the importance of reviewing the applicant’s needs and the requirement to meet a 55 percent minimum.

Ms. Sexton noted the Committees best efforts have been put forth to ensure the most applications are funded with the best knowledge available. Ms. Gaskins inquired about the defensibility of the process if no parameters are set. Ms. Sexton noted the outcome has always been defensible on meeting the needs of the region. Chair Dudley noted the MAG region has been recognized as a best practice with the process continuing to evolve. Ms. Gaisthea noted the Committee will have the opportunity to review the methodology and prioritization when develop the priority listing. Ms. Gaisthea provided a brief summary of the discussion:

- Include a link to the mapping tool in the handbook,
- Provide best practices of the Section 5310 process from other regions,
- Provide a matrix of unspent New Freedom projects awards,
- Continue discussion of New Freedom funding request.

Ms. Meyers inquired if points are deducted for agencies that have excess funds from previous awards. Ms. Miller commented it is within the purview of the Committee member when scoring the application. Ms. Miller advised a question has been added to the application inquiring if an agency has existing funds that have not been expended. She noted unexpended funding has also been added to the scoring evaluation criteria. She advised information of unspent New Freedom funds would be provided to MAG staff to be shared with the Committee. Mr. Yabes inquired how long an agency can retain funds. Ms. Miller noted IGAs stipulate 24 month adding there is no expiration to FTA funds but that it is a matter of spending it timely and in the manner indicated in the application.

Ms. Gaisthea provided an overview of the 2015 Section 5310 timeline. She advised the approval of the application process is for action. The application deadline for the Section 5310 Phoenix-Mesa UZA is March 13, 2015. The Committee commented on reviewing the Friday deadline in the future, given that some agencies are closed on Friday. Ms. Gaisthea advised applicant interviews have been scheduled for April 21 - 22, 2015. Applicants are allowed ten minutes for their presentation and to respond to a specific question being asked of all applicants. Ms. Gaisthea advised a high-level template will be developed for applicants to follow to ensure uniformity in presentations. Ms. Gaisthea advised another topic noted for continued discussion is consideration of two years of funding.

Ms. Gaisthea provided an overview of the 2015 Section 5310 evaluation process for developing the priority listing of projects. The evaluation process includes; an internal review

of applications to ensure projects meet federal eligibility requirements, Committee review of project requests meeting evaluation criteria's, an in-person interview of all applicants, and then the regional prioritization of projects. The Committee commented on the benefit of the in-person applicant interviews to the overall evaluation process.

Ms. Gaisthea noted the addition of MAG Committee presentations to the timeline since the Section 5310 program involves federal funds. The priority listing will be presented to the MAG Transit Review Committee, MAG Transit Committee, and MAG Human Services Technical Committee for information. Ms. Gaisthea noted upon final approval from the MAG Regional Council, the priority listing of projects will be forwarded to the City of Phoenix Public Transit Department as the Designated Recipient to be submitted to the FTA.

Ms. Gaisthea noted the Arizona Department of Transportation (ADOT) Section 5310 application deadline for small urban and rural areas is April 6, 2015. ADOT is not requiring regions to evaluate Section 5310 application. She noted regions are requested to forward a prioritization of projects based on coordination plan goals and strategies to ADOT. MAG staff will continue efforts to coordinate with ADOT's and the City of Phoenix Public Transit Department on the application process. Chair Dudley noted the number of applications received through the Section 5310 ADOT process is not known. The Committee prioritizes projects based on the goals of the coordination plan and the needs of the region.

Chair Dudley requested a motion to move forward with the FY 2015 Sections 5310 application evaluation process and timeline. Ms. Sexton made a motion to approve the FY 2015 Section 5310 Phoenix-Mesa Urbanized Area application process and timeline. Ms. Miller seconded the motion. The motion passed.

7. Request for Future Agenda Items

There were no requests.

8. Comments from the Committee

Ms. Miller comment at the MAG Transportation Ambassador Program meeting held last month, participants viewed the Ford Transit as a potential vehicle. She noted however, the Ford Transit would not be offered for this year's application process. Vehicles offered this year will be the same as last year. Ms. Miller commented she will continue to work with ADOT to coordinate procurement of vehicles. Ms. Miller advised ordering of vehicles for next year may be contingent on contracts.

Chair Dudley commented on a grant training class he attended that was offered by Michelle Green in Flagstaff last summer. He noted several grant training programs are available and requested the opportunity of bringing a one-day grant training workshop for MAG recipients.

Ms. Gaisthea introduced sub-regional mobility managers Jayne Hubbard and Wayne Davis and noted their efforts to prepare for the first training session scheduled for February 11, 2015. Additionally, mobility managers Rick Vaughn and Wayne Parker were introduced. Ms. Miller acknowledged the mobility managers for their efforts to develop a regional standardized driver training program. She noted approval was received for a full federal fund

match to pay for training material. The City of Phoenix will offer assistance through the administration funds.

Chair Dudley encouraged new committee members to attend the Section application workshop on February 19, 2015. Ms. Miller also introduced Kristy Ruiz the new City of Phoenix Title VI and American with Disabilities Act Coordinator. Ms. Ruiz will be assisting with the proposal assistant workshop.

9. Adjourn

The meeting adjourned at 12:05p.m.