

2016 Application and Handbook Review

***Maricopa Association of Governments
March 2, 2016***



Review Handbook and Program Guidelines

FY 2016

Phoenix-Mesa Urbanized Area

Handbook & Program Guidelines

Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities

Competitive Selection Process By:



Designated Recipient of Federal Funds:



[FY 2016 Handbook and Program Guidelines](#)

http://www.azmag.gov/Documents/EaPWD_2016-02-22_FY2016-PhoenixMesa-Urbanized-Area-Handbook-and-Program-Guidelines.pdf

Federal Requirements

Certifications and Assurances

- The subrecipients' Authorized Representative must sign the Certification & Assurances form provided in the application indicating the agency's agreement to comply with all applicable Federal requirements. *The Attorney's signature is recommended, however, it is not required.*
- DUNS-Obtaining a D-U-N-S number through Dun & Bradstreet is required PRIOR to applying for Federal funds. D-U-N-S is a business identification system used by businesses, banks and government and is required to conduct business with the Federal government. To apply for a D-U-N-S number, visit the Dun & Bradstreet website: <http://www.dnb.com/get-a-dunsnumber.html>
- SAM-Registering with the System for Award Management (SAM) is required UPON receiving Federal funds. Registering with SAM is required to receive funds from the Federal government. The City of Phoenix utilizes the SAM system to ensure subrecipients of Federal funds are not debarred or suspended from receiving Federal funds or from doing business with the Federal government. To register, visit the following website: <https://www.sam.gov>

Federal Requirements

- Office of Management & Budget (OMB) A-133 Audit-The OMB A-133 audit - Agencies receiving \$750,000 or more in federal funds annually are required to conduct an annual single audit by a certified public accountant (CPA) and must provide a copy of their audit to the City of Phoenix annually, as well as follow any related federal guidelines. For more information, click on the following links to the circular here: https://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf and the current supplement here: https://www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2015
- Lobbying Activities Byrd Anti-Lobbying Amendment, 31 U.S.C. 1352, as amended by the Lobbying Disclosure Act of 1995, P.L. 104-65 [to be codified at 2 U.S.C. § 1601, et seq.] - Agencies who apply for an award of \$100,000 or more shall file the certification required by 49 CFR part 20, "New Restrictions on Lobbying." See Grant Application for form. The "Lobbying Certification" form must be completed, signed and submitted with Applicant's submittal.
- Matching Funds-Subrecipients are required to provide matching funds for Section 5310 funds. Federal funds provide for up to ninety (90) percent of ADA/Clean Air Act compliant equipment and facilities, eight-five (85) percent of ADA compliant vehicles, eighty (80) percent of non-ADA capital and mobility management projects and fifty (50) percent of operating projects. 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.

Federal Requirement Contacts

Wendy Miller

Management Assistant II

City of Phoenix Public Transit Department

Phone: 602.262.4077

Email: wendy.miller@phoenix.gov

(available before March 8, 2016)

Or

Stephanie Child

Budget Analyst II

City of Phoenix – Public Transit Department

602.262.4506

stephanie.child@phoenix.gov

(available after March 8, 2016)

Application

- Application Timeline
- Eligible Projects
- Evaluation Criteria
- Application Review



Application Timeline

2016 Phoenix-Mesa Urbanized Area Grant Timeline	
Applications are published	February 22, 2016
Regional 5310 Grant Workshop Maricopa Association of Governments 302 N. 1 st Avenue, Saguaro Room, 2 nd floor Phoenix, AZ 85003	March 2, 2016 10:00 a.m. – 12:00 p.m.
Proposal Assistance-<i>new applicants</i> <i>Call DeDe Gaisthea at MAG 254-6300 to schedule appointment.</i>	March 7-8, 2016 9:00 a.m. – 4:00 p.m.
Application Deadline ATTN: DeDe Gaisthea Maricopa Association of Governments 302 N. 1 st Avenue, 3 rd floor Phoenix, AZ 85003	March 21, 2016 12:00 p.m. <u><i>Late applications will not be accepted.</i></u>

2016 Phoenix-Mesa Urbanized Area Grant Timeline

**DATES SUBJECT TO CHANGE*

Public Notice of Applications

Allows one week for public comments

March 22, 2016

Elderly and Persons with Disabilities Transportation Ad Hoc Committee will meet to receive applications

March 30, 2016

Applicants receive EPDT Committee's follow-up questions

April 20, 2016

Applicant Response Deadline to Committee's follow-up questions

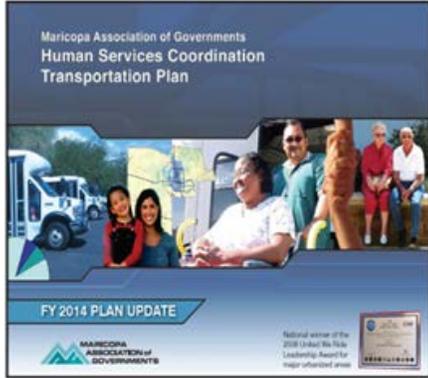
April 22, 2016

Applicant Interviews with EPDT Ad Hoc Committee

Maricopa Association of Governments
302 N. 1st Avenue, 2nd floor
Phoenix, AZ 85003

May 3-4, 2016

Remember



- **Participation in coordination efforts is a requirement**



- **Sign up for a tentative interview time**

MAG Human Services Technical Committee, MAG Transit Committee	May 2016
MAG Management Committee	June 8, 2016
MAG Regional Council	June 22, 2016
Applicants receive selection notification**	June 2016
Appeal Deadline	One week from notification
TIP Amendment Process	July-August 2016
FTA Application Process	September-November 2016
Phoenix/Subrecipient Agreement Process	September-November 2016
Grant Recipient Workshop with City of Phoenix	September-November 2016
Projected availability of funds	Late 201 – Early 2017
Vehicle Delivery and Availability	Spring 2017

5310 “Traditional Projects

- Capital – Vehicles, communication equipment, hardware and software for Section 5310 funded vehicles
- Passenger facilities related to Section 5310 funded vehicles
- Mobility Management – Mobility Managers and Mobility Management projects

“Other” Projects (New Freedom)

- Capital and Operating projects
- Exceed the requirements of the American with Disabilities Act (ADA)
- Improves accessibility to fixed route
- Alternatives that assist seniors and individuals with disabilities with transportation

Evaluation Criteria

<u>SELECTION CRITERIA (100 pts)</u>	Needs Improvement	Meets Criteria	Meets All or Exceeds Criteria
SECTION 1 AND 2: Cover Letter, Checklist, and Agency Info (5 pts) <ul style="list-style-type: none"> Cover letter clearly describes the agency's primary mission, population served, summary of project, and requested funding with appropriate agency signature. (3) Application lists <i>one</i> project, for <i>one</i> year of funding, with completed checklist and agency contact information. (2) 	(1 pt.)	(2-3 pts.)	(4-5 pts.)
SECTION 3: Agency Experience and Capabilities (25 pts) <ul style="list-style-type: none"> Agency demonstrates experience with the requested program including designated staff to assist in managing the program. (5) Agency experience in managing federal funds and requirements. (5) Demonstrates good utilization of requested and/or past funding. If applicable, agency expends awards in a timely manner. (5) Provides performance measures that will be used to evaluate the effectiveness of the requested project with measurable outcomes. (10) 	(1-9 pts.)	(10-19 pts.)	(20-25 pts.)
SECTION 4 AND 5, 6, or 7: Project Description (25 pts) <ul style="list-style-type: none"> The project clearly addresses the federal requirement of being planned, designed and carried out to meet the specific needs of seniors and individuals with disabilities by providing a service that would otherwise not be available. (10) -Capital Requests: Project demonstrates an effective utilization of proposed service, equipment, or position and an effective use of federal funds by filling in the gaps in service and the number of clients served (10) OR, -New Freedom Requests: Project provides a service that is "above and beyond" ADA requirements (5). In addition, project is consistent with program objectives to improve access or provide alternatives to public transportation (5). (<i>New Freedom eligible-total 10 points</i>) The proposed project is consistent with eligible 5310 program activities and meets the goals and objectives for the regional 5310 program as outlined in the Handbook and Program Guidelines. (5) 	(1-9 pts.)	(10-19 pts.)	(20-25 pts.)
SECTION 8 – Coordination (30 pts) Project is clearly derived from the regional plan and demonstrates support for local strategies by: <ul style="list-style-type: none"> Coordination Participation-Participates on local and/or regional coordination meetings and forum(s). Submitting all requested data information including surveys and provider updates. (10) Developing Partnerships-To what degree does the applicant coordinate with other agencies, public or private transit and paratransit systems, and other services? (5) Collaborative Activities-Applicant demonstrates participation by engaging in a coordinated system for training activities. (5) Addressing Regional Gaps-To what degree does the applicant attempt to address regional gaps as outlined in the MAG Human Services Transportation Coordination Plan? (10) 	(1-9 pts.)	(10-20 pts.)	(21-30 pts.)
SECTION 9 – Budget (10 pts) <ul style="list-style-type: none"> Applicant appropriately addresses the availability/reliability of required matching fund for proposed request including the ability to operate/maintain the grant project in future years. (4) Availability to provide non-DOT funds as matching funds. (3) Line items on budget were appropriate to the project request and easy to understand with appropriate source(s) for local match. (3) 	(1-3 pt.)	(4-7 pts.)	(8-10 pts.)
Applicant Interview and Presentation (5 pts) <ul style="list-style-type: none"> Applicant addressed the Committee's <i>pre-submitted</i> questions in a timely and sufficient manner. (2) Applicant presentation of the project adequately supported the need of the proposed project. (3) 	(1 pt.)	(2-3 pts.)	(4-5 pts.)

Application Review

- Cover letter - Introduction to your request
- Submission Process
- Application
- Applicant Support Information

Cover Letter

Your Company Letterhead

Date

Name

Title

Address

City, AZ 85003

Dear Ms. Gaisthea,

Who you are and the population you serve. Type of project request (5310/New Freedom), your project and amount.

(Two to three sentences)

Briefly provide detail on your request. How the requested project will benefit the population you serve. Note any partnerships or coordination with other agencies on project.

(One to two paragraphs)

I appreciate your consideration for this request to serve the population of XX.

(Two to three sentences)

Thank you,

Name

Title

- Not more than one page
- Serves as your introduction
- Sets the picture in place

Please ensure the documents are submitted accordingly to the following standards

- **One original signature, one copy, and the original Excel format which can be emailed, on CD or flash drive**
- **Hard copies are firmly bound and held together with a binder clip,**
- **All applicable questions are answered concisely and with sufficient detail**



No late applications will be accepted

FY 2016
Phoenix-Mesa Urbanized Area
Grant Application

Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities

APPLICANT NAME:

PROJECT TITLE:

Competitive Selection Process Coordinated By:



Designated Recipient of Federal Funds:

City of Phoenix
Public Transit Department
302 North First Avenue, Suite 900
Phoenix, AZ 85003



City of Phoenix
PUBLIC TRANSIT DEPARTMENT

REQUEST LIMITS:

***ONE PROJECT PER APPLICATION**

***LIMIT REQUEST TO ONE YEAR OF FUNDING**

***LIMIT REQUEST TO 5 VEHICLES**

Application

MAG Human Services Transportation
Elderly and Persons with Disabilities Transportation
Committee webpage:

[http://www.azmag.gov/Committees/Committee.asp?
CMSID=1047](http://www.azmag.gov/Committees/Committee.asp?CMSID=1047)

Applicant Support

- Training Workshop Presentations MAG website
- Proposal Technical Review for new applicants, optional for other applicants-**by appointment only, must have a copy of application, contact DeDe Gaisthea at 602-254-6300**
- For application assistance, contact Steve Tate, STate@azmag.gov



Remember

- **Applications are due Monday, March 21, 2016, by noon to the MAG offices, 3rd floor receptionist.**
- **All applications will be time stamped upon submission.**
- **Upon request a receipt will be given.**
- **Please note, submitting only the electronic version of the application through email *is not* a formal submission.**

No late applications will be accepted