

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

June 22, 2017

MAG Office Building, Cottonwood Room
Phoenix, Arizona

MEMBERS ATTENDING

Ron Brooks, Valley Metro

*Matt Dudley, City of Glendale

#Robert Yabes, City of Tempe

Ed Jones, City of Mesa

Martin Lucero, City of Surprise

Wendy Miller, City of Phoenix

Greg Davies, City of Scottsdale

*Kristin Myers, Town of Gilbert

Christina Plante, City of Goodyear

Ann Marie Riley, City of Chandler, Chair

#Janice Simpson, City of Avondale

*Jeff Tourdot, Maricopa County Human
Services Department

#Laura Carter, Town of Florence

*Neither present nor represented by proxy.

#Attended by telephone conference call.

+ Attended by videoconference

OTHERS PRESENT

Alice Chen, MAG

DeDe Gaisthea, MAG

Jayne Hubbard, Foothills Caring Corps

Terranique Nuness, MAG

Brande Mead, MAG

John Federico, VMAAG

1. Welcome and Introductions

Chair Ann Marie Riley, City of Chandler, called the meeting to order at 10:04 a.m. She welcomed new committee member, Laura Carter, Town of Florence. Introduction ensued.

2. Call to the Audience

Audience members were given an opportunity to address the Committee on items not on the agenda for discussion or information only. No comments from the audience.

3. Approval of the Elderly and Persons with Disabilities Transportation (EPDT) Ad Hoc Committee April 10-11, 2017 Meeting Minutes

Chair Riley noted some revisions were previously forwarded to MAG staff and were reflected in the handouts. There was no further discussion. Chair Riley requested a motion to approve the April 10-11, 2017 meeting minutes. Janice Simpson, City of Avondale, motioned to approve. Ron Brooks, Valley Metro, seconded the motion. The motion passed unanimously.

4. MAG Achieving Transit Accessibility Now Update

Alice Chen, MAG, began by providing an overview on the MAG Achieving Transit Accessibility Now (ATAN). She explained ATAN is intended to be an interim program to

address immediate and critical transit needs for improved accessibility to bus stops throughout the region. She noted the goals for the first round is to establish a simple application and approval process. Ms. Chen advised this would allow for a high level of agency discretion in spending and would demonstrate immediate results. She added funding would be limited to a short drawn down cycle which would provide opportunities for project savings to execute multiple improvements at the same time. She noted ATAN projects are expected to be completed within 12 months, and detailed the funding standards and limitations of the program. She added that maximum project requests per stop are capped at \$40,000 in regional match funds, minimum requests for projects are \$100,000. Ms. Chen noted the minimum local match is 20 percent of total project costs, and that local match may exceed 20 percent.

Ms. Chen noted that ATAN is an opportunity for agencies to identify creative ways to utilize the funding to improve accessible bus stops, and also encourages agencies to work together. She stated, that no single agency can be awarded more than 70 percent of available funding. Ms. Chen stated that there is ease in the program due to the program's status as a regional match, and not as a federal match. She explained that ATAN is for infrastructure-ready projects, and improvements must be within one-quarter mile of an existing transit stop. Ms. Chen stated project parameters are stops that are served by routes that have had continuous service for over three years. She advised that she is willing to respond to any inquiries regarding eligibility of projects. Ms. Chen described the project tracking process, and stated that the process is intended to identify learning opportunities. She stated that the program's team is hoping that these improvements will increase ridership.

Ms. Chen indicated the programmed funding is intended to be used to address transit stop compliance such as improving or adding properly sized landing pads among other activities. She noted that project activities are flexible the funding deadlines are very strict concerning. She explained that ATAN is an ongoing program, with approximately \$500,000 being released every six months. She advised that if an agency misses the deadline for one cycle, an agency could prepare to meet the following deadline. Ms. Chen stated that the first round's requests are due July 7, 2017, if an agency has already begun a project this would be a good opportunity to apply for the first cycle. She noted that project applicants will present to the Transit Committee who will then recommend projects to go through the MAG Committee process for approval. Projects should be able to be approved by the Regional Council (RC) by August 30, 2017.

Ms. Chen stated that the expected 12 month project completion timeline is based on the date that the project receives RC approval. She encouraged agencies to work with Valley Metro. Ms. Chen described the Intergovernmental Agreement (IGA) requirement process with Valley Metro for all projects. She advised that a buffer period of three months is provided to develop the IGA, but project construction can begin the day after the project receives RC approval. She stated that required quarterly reimbursement requests are initially sent to MAG, and that MAG will submit the requests to Valley Metro. Ms. Chen explained that agencies will be required to complete projects even when projects exceed the prescribed reimbursement period. She stated agencies are not able to receive reimbursement for projects after the reimbursement deadline.

Ms. Chen advised a report detailing all of the available funding will be generated, and any funds that has not been spent down will be added to the funds available for the next application cycle. She noted agencies with an existing IGA with Valley Metro will be able to complete an amendment with the additional scope in funding. Ms. Chen stated that non-Valley Metro members would need to apply for a new IGA, a template will be created to help facilitate the process. Ms. Chen noted it currently takes about two months to have IGA approved by Valley Metro, and thanked Valley Metro for their assistance. She advised that schedules for regional or city council's will differ, and for agencies to prepare their respective councils for the upcoming project. She reiterated that a project may begin construction without having an IGA in place, and stated that the timeline is actually 15 months, which includes a three month buffer.

Ms. Chen reviewed the application schedule. She noted applications are due July 7, 2017. If needed, IGA's should be signed by December 1, 2017. Applicants will be required to present at the MAG Transit Committee, who will evaluate the projects. Schedule information is located on the MAG website. Ms. Chen is the project lead for MAG with Amanda Luecker as the project lead for Valley Metro. Ms. Chen encouraged agencies that do not have the staff to facilitate the program to contact Valley Metro for assistance. She noted Valley Metro has an on call for design and construction. Ms. Chen noted Valley Metro has offered to assist applicants with the application process. She also advised an American with Disabilities Act component needs to be included on all projects. Ms. Chen advised award letters will be received within a week of approval of projects.

Wendy Miller, City of Phoenix, noted that ATAN is an opportunity for agencies to apply for project funding when Section 5310 New Freedom is not appropriate. Ron Brooks, Valley Metro, noted the Valley Metro Transit Stop Inventory will be an available tool for agencies to utilize. The Inventory is currently being assembled and near completion. He stated that Valley Metro is working to determine the format that will be used to make the data available to member agencies. He explained that a release of data to each city regarding their respective routes will probably be the chosen format. No further comments were offered.

5. Subregional Mobility Manager Project Training Activities Update

Jayne Hubbard, Foothills Caring Corps., Subregional Mobility Manager (MM), provided an update regarding regional training strategies supported and facilitated by the subregional MM's in the MAG region. She stated regional trainings is a strategy outlined in the MAG Human Services Coordination Transportation Plan. Training undertaken are the results from surveys conducted by MAG to Transportation Ambassador Program (TAP) participants. Ms. Hubbard stated Passenger Assistance Safety and Sensitivity (PASS) training was chosen as the first training to implement due to its clear and definable outcome as a national certified driver training.

Ms. Hubbard noted a PASS training curriculum for the MAG region was developed through a collaboration of effort with MM's from Terros and the Foothills Caring Corps. Ms. Hubbard added that the first training took place in February, 2014, in North Phoenix with trainers from various agencies. Ms. Hubbard indicated that Scott Muller, Gompers, took over PASS training in October 2016. She noted Mr. Muller coordinated a Train the Trainer

workshop in June that would allow for more regional PASS trainers in the MAG region. Ms. Hubbard stated that a PASS training for drivers is scheduled to take place next week utilizing two new PASS trainers.

Ms. Hubbard noted the MM's developed another training to assist Section 5310 subrecipients to start the discussion of sharing vehicles. Ms. Hubbard along with Billy Parker, Chandler Gilbert ARC, worked together to develop van sharing trainings. She indicated four van sharing trainings have taken place where Ms. Hubbard and Mr. Parker share techniques and documents they developed to share vehicles at their respective agencies. She noted the vehicle sharing workshops have gained interested with attendees returning to share their successes. Ms. Hubbard noted an insurance broker attended the last van sharing workshop, and agencies were able to asked question and receive information on insurance policies that cover van sharing. Ms. Hubbard offered example of an outcome from the workshop when a new agency attended a TAP meeting. The agency did not have vehicles, but was invited to a van sharing workshop, and was able to identify partner agencies that was able to share their vehicle. Ms. Hubbard noted another workshop was scheduled to take place in September.

Ms. Hubbard updated the Committee on the first volunteer training scheduled for the following day. The volunteer training was developed by Ms. Hubbard and Kathy Chandler, Northwest Valley Connect (NVC). Ms. Hubbard stated that 20 agencies will be represented at the training, and that attendees are representatives of a diverse group of agencies. She expressed the training entails an orientation to using volunteers, how to recruit, oversight and risk management, retention, and possible grants and funding programs. At the training attendees will receive 25 documents and templates in a packet to use and modify at their own agency. Ms. Hubbard noted, she and Ms. Chandler have been invited to present at the next Arizona Senior Center Association Annual Conference in Prescott in July 2017. Ms. Hubbard and Ms. Chandler have also been invited to present in the Central Arizona Governments (CAG) region at a quarterly meeting on August 2, 2017.

Ms. Gaisthea added that level two of the van sharing training became an opportunity for representatives to invite their respective managers in order to move efforts along to the executive directors. She stated that there are a couple of agencies that have been able to share, and expressed that there are hopes to expand van sharing because this topic is being discussed on the national level. She indicated that she attended a Community Transportation Association of America (CTAA) conference last year, and that van sharing was discussed. Ms. Gaisthea stated that CTAA has requested information regarding the MAG region's efforts, and acknowledged that FCC was recognized by CTAA with a STAR Award regarding volunteer programs.

Ms. Hubbard noted the latest training effort to be developed will be on sensitivity and the American with Disabilities Act (ADA) issues. Ms. Hubbard stated that she has been coordinating with City of Phoenix staff, Kristi Ruiz Title VI Coordinator, and Peter Fischer, ADA Coordination, to develop the training. Ms. Hubbard stated that Ms. Ruiz completed the first presentation in Avondale a couple of weeks ago regarding how to write Title VI plans. She noted a MAG survey meeting was forwarded to stakeholders regarding the specific needs of agencies surrounding ADA and sensitivity training due to the diverse needs of

agencies. Ms. Hubbard and Ms. Ruiz will compile the results from the survey with trainings to begin in the fall. Once the survey results are analyzed the next steps will be to evaluate current national ADA and Sensitivity trainings to develop a regional curriculum. Ms. Hubbard concluded by stating that the trainings have expanded coordination, causing agencies to build relationships with each other, become more involved, and have inspired new ideas.

Ms. Miller stated the MAG subregional MMs workload has increased and become robust with the different projects they are taking on. She thanked MAG staff and the subregional MMs for their efforts. Ms. Gaisthea acknowledged the City of Phoenix Public through the FTA for providing the resources for materials for the trainings. She stated that many of the trainings are being conducted on a volunteer basis, and the subregional MMs have shared their own agencies' documents. Ms. Gaisthea expressed the trainings were intended to provide Section 5310 subrecipients with required trainings to meet federal requirements. She noted the trainings are attracting a diversity of attendees from Section 5310 subrecipients to other agencies who do not receive any federal funds. Ms. Gaisthea added that some agencies expressed interest in becoming potential applicants, while others do not have any interest in the Section 5310 program. Ms. Gaisthea explained that some attendees participate only for purposes of coordination, and expressed appreciation for the subregional MMs. No further comments were offered.

6. Review of the FY 2017 Section 5310 Enhanced Mobility of Seniors and Persons with Disabilities Program for the Phoenix-Mesa Urbanized Area Application Process

Ms. Gaisthea began by thanking Committee members for their time and efforts for the Section 5310 application process. She advised the Phoenix-Mesa Urbanized Area (UZA) Section 5310 priority listing was approved by the MAG Regional Council on May 24, 2017. The priority listing was then forwarded to the City of Phoenix Public Transit Department for submission to the Federal Transit Administration (FTA). The priority listing will be included in the MAG Program of Projects (POP) to be presented to Regional Council for amendment to the Transportation Improvement Plan (TIP) in June 2017. Ms. Miller noted, full funding apportionment may be announced in one or two weeks, at that time actual dollar amounts can be applied to projects on the priority listing, and any excess funding can also be applied at that time. Ms. Gaisthea indicated that Section 5310 selection notices for the Phoenix-Mesa UZA will be forward to subrecipients once full apportionment is received.

Ms. Gaisthea noted the Arizona Department of Transportation (ADOT) received a Section 5310 application from the Town of Florence. ADOT's process is to inquire with the respective regions on an applicant's eligibility to apply for funding. ADOT contacted MAG regarding the Town of Florence's application due to the fact it is in the MAG's planning area. She noted ADOT convenes an applications evaluation with representatives from each region to develop the statewide POP. Ms. Gaisthea noted regions provide input regarding applicants in their region, with ADOT making the final determination of projects to be awarded. She indicated that the POP for the Town of Florence has been submitted for a MAG TIP amendment to the MAG Regional Council. Ms. Gaisthea stated that although ADOT is the Designated Recipient for the Town of Florence, MAG staff will work closely with CAG and the Town of Florence as they are part of the coordination planning area for the Phoenix-Mesa UZA.

Ms. Gaisthea provided a Points for Consideration matrix for the Committee's review. The matrix is a compilation of comments received from the Committee during the most recent Section 5310 application process. An opportunity was provided to Committee members to include any additional information. Ms. Gaisthea noted that Committee members requested an opportunity to review the application prior to its release. She noted that since Committee members could also be potential applicants, MAG and the City of Phoenix staff will begin to review the application and handbook for 2018. She stated that MAG and the City of Phoenix have been in contact through the process, and will continue to meet to improve the application process. Ms. Miller noted recently attending a MMs meeting where MMs shared their perspectives concerning the recent Section 5310 application process. Ms. Miller stated that MMs requested more direction and information regarding preventive maintenance, eligible projects, and explanation of the narrowing of eligibility regarding the volunteer driver program. She stated that a post-award guidebook will be formulated, and indicated that the guidebook would provide a more robust resource to Section 5310 awarded agencies.

Ms. Gaisthea continued reviewing comments such as requiring applicants to submit a PDF version of application and the use of a line item budget become part of the application. Ms. Gaisthea stated that MAG and City of Phoenix have been in discussion concerning use of a line item budget, and that they will be working on this item. Ms. Gaisthea noted that Committee members requested clarification concerning how to score the budget portion of the application, and stated that work will be done to improve that portion of the application. She noted the Committee request of all scoring components can be compiled into one tab. Clarification was requested regarding Committee members' conflicts and who is permitted to vote on certain projects. She expressed that MAG and the City of Phoenix will discuss this item and provide further guidance.

Ms. Gaisthea noted Committee members requested that a process for applicant interview "no-shows" to be identified. Mr. Lucero, City of Surprise, stated applicants should lose points if no valid reason or timely notification is provided for missing their interview. He noted this approach would demonstrate that completing the interview is a part of the application process. Mr. Lucero noted seeing five different applicants attending the Rural Transit Conference. He noted the importance of the conference; however, when requesting funding, applicants should attend interviews. Ms. Miller stated that applicant interviews should be mandatory, and added that if applicants do not appear for their interview, points should not assigned. Ed Jones, City of Mesa stated the application should advise the applicant of the interview's impact on the overall score due to the points assigned. He added applicants to contact MAG if notification of interview time is not received by a prescribed date. He noted this is a way to place the responsibility onto the applicants. Ms. Gaisthea noted the interview process is mentioned in the application, on the application submission checklist, and is mentioned verbally at the application training. She added, providing more guidance and strengthen the language on requirements will greatly benefit any future miscommunication.

Committee members suggested providing MAG with a thumb drive that is issued by their respective municipalities for the applications due to some restrictions on opening documents from outside agencies. Ms. Gaisthea stated that MAG will continue to provide thumb drives, and added that agencies with stricter content restraints may provide thumb drives to MAG.

Mr. Lucero requested use of a File Transfer Protocol (FTP) site since the City of Surprise has banned any use of thumb drives. Mr. Lucero stated that during the last application process; the provided thumb drive was taken to a separate site, scanned, and then loaded onto an FTP site for him to download. Ms. Miller expressed that the City of Phoenix is able to provide an FTP site if MAG is not. Ms. Gaisthea agreed she would research the use of an FTP site for members. Ms. Gaisthea advised that any new additions to the Points for Consideration can be emailed to her so that the process can be improved.

Mr. Brooks, Valley Metro, stated applicants should adhere to character limitations on the application, and that it is easier for him to compare information when utilizing Excel. He noted a PDF version is not helpful to him, and both the PDF and Excel version of the application should be utilized. Janice Simpson, City of Avondale, agreed that one format should not be foregone in favor of another and stated that the responsibility of providing both formats of a completed applications should be placed on the applicants. Ms. Miller suggested to restrict entries to a certain number of characters within the cells of the application. Mr. Lucero agreed that restricting character entries is appropriate, as well as ensuring that the sheet fits correctly when printed. Ms. Gaisthea stated that the Excel spreadsheet will be standardized, and follow the format of other MAG applications. Ms. Gaisthea requested comments and feedback concerning additions to the Points for Consideration. No further comments were offered. Ms. Gaisthea thanked the Committee for their insight, and explained that refining the aspects of the application process will improve the effectiveness of the overall application process.

7. Update of the Chair and Vice Chair Appointments

Ms. Gaisthea noted that current Chair and Vice Chair appointments will expire on June 30, 2017. She advised that letters of interest for the Chair and Vice Chair appointments were requested at the last Committee meeting in April 2017. Ms. Gaisthea explained that according to MAG protocol, the Vice Chair ascends to the Chair position, and letters of interest for the Vice Chair position are accepted from members. She noted however, both positions were open due to the resignation of the Vice Chair. Ms. Gaisthea advised the MAG Executive Committee received two letters of interest and approved recommendations for Mr. Lucero being appointed Chair, and Mr. Yabes being approved Vice Chair. Ms. Gaisthea thanked Chair Riley for her leadership during the past two years, as well as her continued participation in the application review process.

8. Request for Future Agenda Items

No requests were received.

9. Comments from the Committee

Chair Riley thanked the Committee members for their support during her tenure. She noted the great work the MAG EPDT Ad Hoc Committee members will continue to accomplish. She wished incoming Chair Lucero and incoming Vice Chair Yabes success during their upcoming tenure.

Adjourn

Chair Riley adjourned the meeting at 11:13 a.m.