

# **2018 Handbook and Application Review Phoenix-Mesa Urbanized Area**

---

***Maricopa Association of Governments  
January 30, 2018***



# Overview

---

- Review Handbook and Program Guidelines
- Federal Requirements
- What's New
- Application Timeline
- Eligible Activities and Evaluation Criteria
- Application Submittal
- Application Review

FY 2018  
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:



**2018 Handbook & Program Guidelines**

# Federal Requirements (pg. 23)

---

## 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 Duns & Bradstreet is required PRIOR to applying for Federal funds. To apply for a D-U-N-S number, visit the Dun & Bradstreet website: <https://fedgov.dnb.com/webform/index.jsp>
- SAM-Registering with the System for Award Management (SAM) is required UPON receiving Federal funds. To register, visit the following website: <https://www.sam.gov>

# Federal Requirements

---

- Office of Management & Budget (OMB)-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, click on the following links to the circular here: <https://www.gpo.gov/fdsys/pkg/FR-2013-12-26/pdf/2013-30465.pdf>
- Lobbying Activities - 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.
- Matching Funds-Subrecipients are required to provide matching funds for Section 5310 funds.
  - All local match funds for capital equipment must be in cash.
  - Local match for operating and mobility management projects can be non-cash such as donations, volunteered services, or in-kind contributions is eligible 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.

# DR Requirements (pg. 26)

---

- Direct and Indirect Costs- only eligible expenses that directly support the transportation or mobility management program
- Line Item Budgets-Project costs must specifically relate to the purpose of the program.\* Pursuant to §CFR 200.210
- Applicants must indicate a commitment to providing the local match funding in the cover letter
- Procurements-must comply with all federal requirements, contact the City of Phoenix for technical assistance prior to conducting procurements utilizing any grant funds
- The City of Phoenix holds a first lien on all equipment in the amount of the federal share of the equipment cost. The lien extends through the useful life of the capital equipment, until the remaining asset value is less than \$5,000

# Federal Requirement Contacts

---

**Wendy Miller**

**Management Assistant II**

**City of Phoenix Public Transit Department**

**Phone: 602.262.4077**

**Email: [wendy.miller@phoenix.gov](mailto:wendy.miller@phoenix.gov)**

**Or**

**Stephanie Rangel**

**Budget Analyst II**

**City of Phoenix Public Transit Department**

**602.262.4506**

**[stephanie.rangel@phoenix.gov](mailto:stephanie.rangel@phoenix.gov)**

**Vivian Ybañez**

**Federal Grants Accountant**

**City of Phoenix Public Transit Department**

**602.262.7108**

**[vivian.ybanez@phoenix.gov](mailto:vivian.ybanez@phoenix.gov)**

# What's New

On January 11, 2018 the MAG Elderly and Persons with Disabilities Ad Hoc Committee approved the following changes to the application process,

- ❖ **New applicants** are now required make an appointment for the Applicant Assistance workshop (February 12 or 13, 2018)
- ❖ **All applicants** are required to attend the Applicant Interviews for the Section 5310 Phoenix-Mesa UZA application process (April 16 & 17, 2018)

In addition, New Freedom will now be referred to “Other” Capital/Operating 5310 Projects-New Freedom Eligible Activities, throughout this document (FTA C 9070.1G pg. I-6). For the current 2018 Section 5310 application for the Phoenix-Mesa UZA, New Freedom will remain in the title



# Application Timeline (pg. 6)

## 2018 Phoenix-Mesa Urbanized Area Grant Timeline

<p><b>Applications are published</b></p>	<p><b>January 26, 2018</b></p>
<p><b>Regional 5310 Grant Workshop</b>          Maricopa Association of Governments          302 N. 1<sup>st</sup> Avenue, Saguaro Room, 2<sup>nd</sup> floor          Phoenix, AZ 85003</p>	<p><b>January 30, 2018</b>          9:00 a.m. – 12:00 p.m.</p>
<p><b>Applicant Assistance</b>  <i>Call DeDe Gaisthea at MAG 254-6300 to schedule appointment.</i></p>	<p><b>February 12-13, 2018</b>          9:00 a.m. – 3:00 p.m.</p>
<p><b>Application Deadline</b>          Maricopa Association of Governments          ATTN: DeDe Gaisthea          Human Services Transportation Planner          302 N. 1<sup>st</sup> Avenue, 3<sup>rd</sup> floor          Phoenix, AZ 85003</p>	<p><b>February 26, 2018</b>  <b>12:00 p.m.</b>  <u><b>Late applications will not be accepted.</b></u></p>

## 2018 Phoenix-Mesa Urbanized Area Grant Timeline

*\*DATES SUBJECT TO CHANGE*

### **Public Notice of Applications**

Allows one week for public comments

**February 26, 2018**

### **MAG and the City of Phoenix Public Transit Department**

Conduct internal review - federal eligibility requirements

**February 26, 2018 -  
March 9, 2018**

### **Applicants receive EPDT Committee's follow-up questions**

**April 5, 2018**

### **Applicant Response Deadline to Committee's follow-up questions**

**April 10, 2018**

### **Applicant Interviews with EPDT Ad Hoc Committee**

Maricopa Association of Governments

302 N. 1<sup>st</sup> Avenue, 2<sup>nd</sup> floor

Phoenix, AZ 85003

**April 16 & 17, 2018**

<b>MAG Human Services Technical, and Community Initiatives Committees</b>	<b>May 2018</b>
<b>MAG Management Committee</b>	<b>June 13, 2018</b>
<b>MAG Regional Council</b>	<b>June 27, 2018</b>
<b>Applicants receive selection notification**</b>	<b>June/July 2018</b>
<b>Appeal Deadline</b>	<b>One week from notification</b>
<b>TIP Amendment Process</b>	<b>July-August 2018</b>
<b>FTA Application Process</b>	<b>September-November 2018</b>
<b>Phoenix/Subrecipient Agreement Process</b>	<b>September-November 2018</b>
<b>Grant Recipient Workshop with City of Phoenix</b>	<b>September-November 2018</b>
<b>Projected availability of funds</b>	<b>Late 2018– Early 2018</b>
<b>Vehicle Delivery and Availability</b>	<b>Spring 2018</b>

# 5310 “Traditional” Capital Projects (pg. 13)

---

- Vehicles
- Communication equipment/ramps/securement devices for Section 5310 funded vehicles
- Preventative Maintenance
- Mobility Management – sub-regional mobility managers positions and mobility management projects

# “Other” Capital and Operating-New Freedom Eligible Activities (pg. 15)

---

- Public transportation projects (capital only) planned, designed and carried out to meet the needs of the targeted population
- Exceed the requirements of the American with Disabilities Act (ADA)
- Improves Accessibility to Transit
- Alternatives to public transportation that assist seniors and individuals with disabilities with transportation

# Evaluation Criteria (pg. 21)

<b>SELECTION CRITERIA (100 pts)</b>	<b>Needs Improvement</b>	<b>Meets Criteria</b>	<b>Meets All or Exceeds Criteria</b>
<b>SECTION 1, 2 and 9: Cover Letter, Agency Info, and Checklist Completed (5 pts)</b> <ul style="list-style-type: none"> <li>Cover letter clearly describes the agency's primary mission, population served, funding requested, and clearly addresses the commitment to providing local match funding with appropriate agency signature. (3 pts-MAG)*</li> <li>Application was submitted complete with all appropriate items from the application checklist. (2 pts-MAG)*</li> </ul>	(1 pt.)	(2-3 pts.)	(4-5 pts.)
<b>SECTION 3: Agency Experience and Capabilities (20 pts)</b> <ul style="list-style-type: none"> <li>Agency demonstrates experience with the requested project including having appropriate staff to assist in managing the program. (5 pts)</li> <li>Agency provides performance measures that will be used to evaluate the effectiveness of the requested project with measurable outcomes. (5 pts)</li> <li>Agency experience in managing federal funds, meeting requirements, and have policy/procedure in place. (5 pts-DR Phoenix)</li> <li>Demonstrates good utilization of requested and/or past funding. If applicable, agency expends awards in a timely manner. (5 pts-DR Phoenix)</li> </ul>	(1-9 pts.)	(10-14 pts.)	(15-20 pts.)
<b>SECTION 4 AND 5, 6, or 7: Project Description (25 pts)</b> <ul style="list-style-type: none"> <li>The project 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. (5 pts)</li> <li>The project clearly describes how it relates to other services provided in the area, fills in transportation gaps for the targeted population, and is sustainable over time. (10 pts)</li> <li>-<i>Traditional Capital Requests (Section 5 or 6 A, B, or C):</i> 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 pts) <i>OR,</i></li> <li>-<i>Other Capital/Operating Requests (Section 7 A, B, or C):</i> Project provides a service that is "above and beyond" ADA requirements (5 pts). In addition, project is consistent with program objectives to improve access or provide alternatives to public transportation (5 pts). (New Freedom type projects-total 10 points)</li> </ul>	(1-9 pts.)	(10-19 pts.)	(20-25 pts.)
<b>SECTION 5, 6 (A, B, or C) or 7 (A, B, or C) – Budget (10 pts)</b> <ul style="list-style-type: none"> <li>Applicant adequately addresses how the requested project is cost-efficient and a good use of federal funding based on the number of clients served. (4 pts)</li> <li>Line items on the budget were appropriate to the project request, easy to understand, and adequately addresses the intent of the program. (3 pts)</li> <li>Applicant appropriately addresses the availability/reliability of required matching fund for the proposed project request including the ability to operate/maintain the grant project in future years. (3 pts-DR-Phoenix)</li> </ul>	(1-3 pt.)	(4-7 pts.)	(8-10 pts.)
<b>SECTION 8 – Coordination (25 pts)</b> <ul style="list-style-type: none"> <li><i>Coordination Participation:</i> Attends local and/or regional coordination meetings/forums, submits all requested data information including surveys and provider updates. (5 pts-MAG)</li> <li><i>Developing Partnerships:</i> To what degree does the applicant coordinate with other agencies, and public or private transit and paratransit systems? (5 pts)</li> <li><i>Collaborative Activities:</i> Applicant demonstrates participation, or willingness to participate, in a coordinated system for training activities. (5 pts)</li> <li><i>Addressing Regional Gaps:</i> To what degree does the applicant address regional gaps as outlined in the MAG Human Services Transportation Coordination Plan, and describes plans to further coordination efforts in the future? (10 pts)</li> </ul>	(1-9 pts.)	(10-19 pts.)	(20-25 pts.)
<b>Applicant Interview and Presentation (15 pts)</b> <ul style="list-style-type: none"> <li>Applicant presentation adequately supports the need of the proposed project. (15 pts)</li> </ul>	(1-4pt.)	(5-10 pts.)	(11-15 pts.)

\*Points provided by MAG (Planning Agency) or the City of Phoenix (Designated Recipient)

# Application Review

---

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

Your Company Letterhead

Date

Maricopa Association of Governments  
ATTN: DeDe Gaisthea  
Human Services Transportation Planner II  
302 N 1<sup>st</sup> Ave, Ste. 200  
Phoenix, AZ 85003

Dear Ms. Gaisthea,  
Who you are and the population you serve. Type of project request  
(Capital/Operating), need for request, and requested amount.  
**(Two to three sentences)**

*Briefly* provide detail on your request. How the requested project will benefit  
the population you serve. Your agency's commitment to providing local  
match. Note any partnerships or coordination with other agencies on project.  
**(One to two paragraphs)**

We appreciate your consideration for this request to serve the population of  
XX.  
**(One to two sentences)**

Thank you,  
Name  
Title

# Cover Letter

- Not more than one page
- On your agency letterhead
- Serves as your introduction
- Describes your agency's need for the requested project
- Must include commitment for local match
- Signed by your agency representative

# Application Submittal

- Applications are due Monday, February 26, 2018, by noon to the MAG offices, 3<sup>rd</sup> 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**

# **Please ensure the documents are submitted accordingly to the following standards (pg. 19)**

- **One original signature, one copy, and one electronic copy of all \*materials with the original Excel application, on CD or flash drive \*PDF preferred**
- **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***

# Applicant Support

- Training Workshop Presentations on MAG website
- Application Technical Assistance – **by appointment only, come prepared with questions, contact DeDe Gaisthea at 602-254-6300**
- **For assistance with application contact;**
  - Steve Tate, [STate@azmag.gov](mailto:STate@azmag.gov) or
  - Martín Valencia, [MValencia@azmag.gov](mailto:MValencia@azmag.gov)

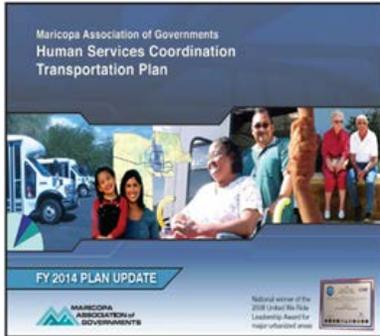
# Remember



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

- **Sign-in Sheets (3)**

- **Workshop Attendance**
- **Tentative Application Assistance-half hour by appointment only**
- **Tentative Applicant Interview**



# Extra Training Opportunity

---

- Billy Parker, Subregional Mobility Manager, Chandler Gilbert Arc
- Host a hands-on application assistance workshop
- Share his experience and items to consider
- February 13, 2018, 10:00 a.m. to noon, MAG office, 2<sup>nd</sup> Floor, Cottonwood Room
- RSVP to Martín Valencia, [Mvalencia@azmag.gov](mailto:Mvalencia@azmag.gov)

# Application/Coordination Contact

---

**DeDe Gaisthea**

**Human Services Planner II**

**Maricopa Association of Governments**

**Phone: 602.254.6300**

**Email: [Dgaisthea@azmag.gov](mailto:Dgaisthea@azmag.gov)**

FY 2018  
Phoenix-Mesa Urbanized Area  
**Grant Application**

Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities  
(Version 4.1)

APPLICANT NAME:	
PROJECT TITLE:	
APPLICATION TYPE:	Select Value
TYPE OF SERVICE:	

Competitive Selection Process Coordinated By:



**City of Phoenix**  
PUBLIC TRANSIT DEPARTMENT

Designated Recipient of Federal Funds:  
City of Phoenix  
Public Transit Department  
302 North First Avenue, Suite 900  
Phoenix, AZ 85003

**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://azmag.gov/Committees/Technical-Committees/Elderly-and-Persons-with-Disabilities-Transportation-Committee>