

## Frequently Asked Questions – 2020 Section 5310 Phoenix-Mesa UZA Application

**Q: How do I download the 2020 Section 5310 application from the MAG website?**

A: From the MAG Elderly and Persons with Disabilities Transportation Committee, click on the bullet titled, *Section 5310 Application (excel)*. Open the document and save the application to a location on your computer. Please use the following format to rename your file; AGENCY NAME\_PROJECT NAME\_YEAR.xlsx  
EXAMPLE: MAG\_Vehicle Request\_2020

**Q: I'm having technical issues with the application?**

A: For assistance with the Excel document contact, Steve Tate at [State@azmag.gov](mailto:State@azmag.gov)

**Q: In Section 3 – Experience/Capabilities, line 29. For the question regarding if your agency received federal fund, if I indicate “Yes” the Fiscal Year starts with 2018, is that correct?**

A: No, the Fiscal Year should start at **2019**. The latest Version 6.1 of the application with the correction has been posted on the MAG webpage, here. If you have already started the application, please contact Steve Tate at [State@azmag.gov](mailto:State@azmag.gov) and he will provide assistance in correcting the year on your application.

**Q: My agency is applying for the first time. I see that participating in coordination activities is a federal requirement. How can I best answer Coordination question, and find out more information?**

A: Please contact DeDe Gaisthea, Human Services Transportation Planner III, [dgaisthea@azmag.gov](mailto:dgaisthea@azmag.gov), who can offer guidance on this question. *It is important to note that first time applicant must contact MAG staff before submitting your application.*

**Q: Under supporting documents, a current IRS designation letter is requested. My agency has an IRS letter dated 2015, and we have requested an updated letter. Can we submit our most current IRS letter noting we have requested a letter, and then forward the letter as soon as we receive it?**

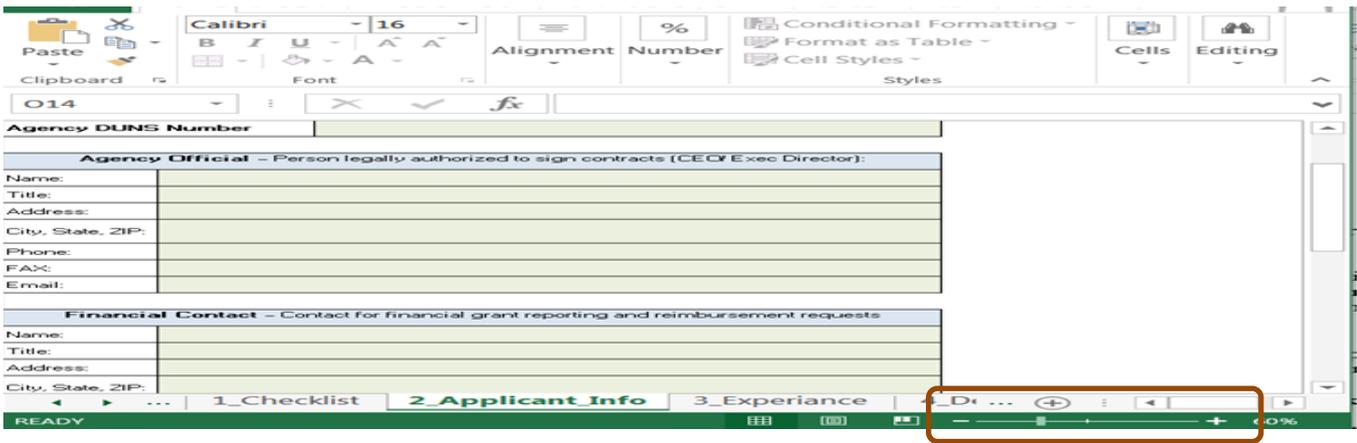
A: Yes, submit your most current IRS designation letter, and include notification your agency is in the process of renewing your letter. We understand it will take time to process an updated IRS letter.

**Q: What do the different colored cell boxes mean?**

A: The green cell boxes in the document are open to filling in information. The yellow cell boxes indicates there is a drop-down list. Please refer to the “Instruction” tab on the application for additional information

**Q: The application looks very large on my computer screen, how can I adjust the look?**

A: You can adjust how the application looks on your computer screen by clicking (-) or (+) on the zoom bar located on the bottom right of the document, see example on next page.



**Q: I'm finding that I have limited space available for my responses in the text boxes?**

A: Text boxes are limited in space to 2,000 characters or approximately 350 words. The questions are developed to lead into one another. Example: on the Description TAB, narrative questions start with describing your request and meeting the intent of the program, how it relates to services already in place and fills the gaps, and then how will you sustain the project once awarded. These separate questions describes *your request and purpose, how it related to services in your area, and how it will be maintained. Please answer questions as succinctly as possible.*

**Q: What type of operating projects are eligible under the New Freedom-Exceeding ADA Service?**

A: Examples of public transportation projects that exceed the requirements of the ADA are, expansion of paratransit service parameters beyond the three-fourths mile required by the ADA, expansion of current hours of operation for ADA paratransit services that are beyond those provided on the fixed-route services, or incremental cost of providing same day service. Additional information can be found in the [2020 Section 5310 Handbook and Guidelines](#), or [FTA Circular 9070.1G](#).

**Q: Is an attorney signature a requirement at the bottom of Section 9 Certifications and Assurances?**

A: MAG recommends that agencies solicit legal advice when submitting a grant proposal. While it is encouraged, signature by an attorney is NOT a requirement for the 5310 Grant as noted in the application, "***Attorney's signature is not required if the Authorized representative can legally bind the applicant***"

**Q: What happens if I no longer need, or if I receive funding from another source, that covers the cost of a vehicle request or other awarded project before 5310 funding is disbursed?**

A: If you are no longer in need of the 5310 awarded project, your agency would be responsible for contacting MAG staff to explain why the funding is no longer necessary. While this would not impede your agency from applying again in the future, depending on the circumstance, the Committee may take this into consideration.

**Q: When calculating daily passenger trips, what constitutes a “trip”?**

A: A trip is a single journey made by an individual, from point A to point B, by a specified mode of travel, and for a defined purpose. If your van carries 12 people to the zoo, you have just completed 12 trips. If your van then carries those 12 people to the grocery store, you completed another 12 more trips for a total of 24 trips. Finally, the van carries each of those 12 people back to their respective homes making a grand total of 36 trips that day. Additional information can be found at the following link, <http://www.apta.com/resources/statistics/Pages/ridershipreport.aspx>.

**Q: Are projects ranked based on categories or the type of project request?**

A: While the Committee evaluates each project on its own merit, federal guidelines are adhered to during the process. FTA guideline requires not less than 55% of apportioned funds to be awarded to traditional capital awards. Additional information can be found in the 2020 Section 5310 Handbook and Guidelines on page 8.

**Q: Is there a map of where ADA paratransit services are provided?**

A: Valley Metro has an [ADA Paratransit Service Areas map](#) on their webpage for your reference.

**Q: For preventive maintenance, do I need a quote for each line item?**

A. Micro purchases (\$10,000 or less) do not require vendor documentation for this application. Small purchases (\$10,001-\$150,000) must include three vendor quotes with application. Procurements for \$150,001 or greater require a City-approved procurement prior to purchase. More information can be found in the 2020 Section 5310 Handbook and Guidelines on page 26. You can also contact Wendy Miller, City of Phoenix, Management Assistant II, at [wendy.miller@phoenix.gov](mailto:wendy.miller@phoenix.gov).

**Q: For preventive maintenance, do I need to fill out the Vehicle Inventory?**

A: Yes, the Section 9 Vehicle Inventory needs to be included with your application. Please note, only FTA Section 5310 funded vehicles are eligible for preventive maintenance. The Vehicle Inventory provides the necessary information on the eligibility of the vehicle(s) you are requesting preventive maintenance.

**Q: In Section 8 Coordination, where can I find information on how a project is derived from the Regional Human Services Coordination Transportation Plan?**

A: The most recent plan, MAG 2014 Human Services Coordination Transportation Plan *Revised 2018*, can be found [here](#). Current strategies are listed on page 1, and past strategies start on page 43.

B: Example; Project request of a replacement vehicle for a vehicle with high mileage and in poor condition. Year of Plan, 2018, Page 13-Addressing gap of vehicle in poor condition that is unreliable with a replacement vehicle, Page 43-Strategy: Agencies Vehicle Inventory, to improve services for clients and efficiency by replacing vehicle in poor condition.

C: For additional information contact DeDe Gaisthea, MAG, Human Services Transportation Planner II, at [dgaisthea@azmag.gov](mailto:dgaisthea@azmag.gov).

**Q: When I submit my application, what do I need to include in my electronic application submittal packet?**

A: Application submittals must include; one (1) original hardcopy with signatures, one (1) photocopy, and one (1) electronic copy of the application in the original Excel format including all supporting documentations on CD/DVD or flash drive. Providing a PDF version of the entire submitted application is also suggested.

B: Please ensure that **all** of the information you have submitted in your hard copy application is reflected in the electronic copy submittal **including the Excel application in the original format, do not delete any tabs.**

C: It is important to note that the Evaluation Committee will receive the electronic copy of your application, any information that is not include in your packet will not be seen by the Committee.

**Q: Will this FAQ sheet continued to be updated?**

A: Yes, this FAQ will be updated throughout the process as we receive additional questions.