

Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program

**Subrecipient Training
March 4, 2021**



Overview

- Today's Agenda
 - Program Overview (5 Min)
 - Reimbursements & Reporting (15 Min)
 - Milestone Progress Reports (10 Min)
 - Civil Rights & Title VI (30 Min)
 - Federal Compliance (15 Min)
 - BREAK (15 min)
 - Vehicle Requirements (30 Min)
 - Questions & Resources (30 Min)



Program Overview

- In FY 2020, Phoenix/Mesa UZA awarded ~\$3.4 million in program funding
 - Capital (vehicles/equipment) purchases
 - Preventive Maintenance
 - Mobility Management Programs
 - Operating Assistance
- Today's Goal is to assist and educate sub-recipient agencies on FTA and Section 5310 grant management requirements



Grant Reimbursements

Stephanie Rangel & Vivian Ybanez
Budget Analyst II & Grant Accountant

Qualifying expenditures are reimbursed to the subrecipient by the FTA through the City of Phoenix, when submitted with appropriate accompanying documentation



Eligibility for Reimbursement

- Current Grant Agreement on file
- Allowable budget line items are specific to the items approved for each agency
- Reimbursements requests will be for Operating Assistance, Preventive Maintenance and Mobility Management



Operating Assistance

Items must *directly* support the transportation or mobility management program

- Federal match 50%, Local match 50%
- Volunteer Driver Program
- Background Checks & Fingerprint Cards
- Voucher/Mileage Reimbursement Programs



Preventive Maintenance

Costs required to preserve or extend the functionality and serviceability of the FTA funded assets

- Federal match 80%, Local match 20%
- Expenses for tires, wheelchair ramp repairs, oil changes, mechanical services
- Submit a detailed vendor invoice and proof of payment with vehicle information, supplies, materials, labor, services and associated costs



Mobility Management

- Federal match 80%, Local match 20%
- Subregional Mobility Manager Positions (Time Sheets & Pay Stubs)

OR

- Planning coordination of service
- Technology dispatch/call center systems
- Travel Training events
- Receipts/Proof of Payment, Time-sheets, sign-in sheets and meeting agendas should be submitted with each request



Reimbursement Forms

At a minimum, grant reimbursement requests should include the following forms (provided with finalized Grant Agreement):

- FTA Grant Expenditure Reimbursement Request form with subrecipient authorization signatures

FTA Grant Expenditure Reimbursement Request Application			
<small>The information provided will be used by the City of Phoenix Public Transit Department (PTD) to monitor sub-recipient expenditures for FTA-funded projects and disburse FTA funds for eligible costs. No further FTA funds may be disbursed unless this report is completed and submitted as required.</small>			
SUB-RECIPIENT ORGANIZATION NAME AND ADDRESS Maricopa Association of Governments 302 N. 1st Ave., Suite 300 Phoenix, AZ 85003 Attn: Accounts Receivable	GRANT AGREEMENT NUMBER	REQUEST NO.	
	146902--0		3
	REPORTING PERIOD (Dates)		
	FROM: 07/01/2018	TO: 09/30/2018	
	TOTAL	LOCAL MATCH	FTA SHARE
TOTAL ELIGIBLE PROJECT COSTS	\$ 215,000.00	\$ -	\$ 215,000.00
TOTAL PREVIOUS PAYMENTS	\$ 84,712.00	\$ -	\$ 84,712.00
CURRENT REIMBURSEMENT REQUESTED	\$ 40,247.00	\$ -	\$ 40,247.00
REMAINING FUNDING	\$ 90,041.00	\$ -	\$ 90,041.00
REQUIRED SIGNATURES			
<small>This document must be signed by the sub-recipient's Transit Manager and Chief Financial Officer or their designated representative(s).</small>			
CERTIFICATION			
<small>We certify the financial expenditures submitted for reimbursement with this report, including supporting documentation, are eligible and allowable expenditures, have been incurred compliant with all applicable Federal laws and regulations, have not been previously requested, and all matching requirements have been met. In addition, we understand that any discovery of a violation of a Federal law or regulation, or failure to follow any applicable Federal directives may result in withdrawal of federal participation.</small>			
SIGNATURE OF TRANSIT MANAGER OR DESIGNEE		DATE	
		10/29/18	
TYPED OR PRINTED NAME AND TITLE		TELEPHONE	



Reimbursement Forms

Vendor Invoice form that ensures expenses are in-line with the approved budget items

INVOICE
AZ-2016-017-00 Transaction Number 3

To: City of Phoenix, Public Transit Dept.
302 N. 1ST Ave. , Suite 900
Phoenix, Az 85003
Attn: Accounts Payable
SAP Code: 48462/PT67140001-1

From: Maricopa Association of Governments
302 N. 1st Ave., Suite 300
Phoenix, AZ 85003
Attn: Accounts Receivable

Invoice Number: _____ 3 _____ Invoice Date: _____ 9/30/2018 _____

RE: Request for reimbursement of FTA share of qualified grant expenditures.

Qty Ord	Award	FTA Apportionment			Local Match			
		Total Requests To Date	Prior Report Total Requests	Current Request	Required Total	Total Reported To Date	Prior Report Total Reported	Current Reporting
Section 5310 Enhanced Mobility (100/0)								
<u>11.79.00 Program Support Administration</u>								
	215,000	124,959	84,712	40,247	0	0	0	0
Totals:	215,000	124,959	84,712	40,247	0	0	0	0



Reimbursement Forms

- Lead sheet with summary of expenses
- Financial Reports that disclose and ensures all allowable expenses were used for authorized purposes only
- Documentation of In-kind and local match expenditures
- Accounting records with Source Documentation, such as cancelled checks, paid bills, and timesheets



Reimbursement Forms

- All reimbursements are based on actual disbursements (i.e., payments already made), not on obligations.
- Must be requested on a quarterly basis at a minimum (no more than monthly)
- Average processing time 15-30 days
- Submit via email to Section5310@phoenix.gov



QUESTIONS?

Stephanie Rangel or
Vivian Ybanez

Budget Analyst II

City of Phoenix Public Transit

Section5310@phoenix.gov

(602) 262-4506 – Stephanie

(602) 262-7108 – Vivian



Reporting Requirements

All subrecipients will be required to submit *annual* progress reports including ridership, program milestones, fleet condition, and program measures to the City of Phoenix. Specific reporting requirements will be outlined in the Grant Pass Through Agreement.



Milestone Progress Reports

DUE ANNUALLY BY OCTOBER 15th

MPR include:

- Grant Summary of Funding
- Vehicle Inventory – Mileage & Condition
- Performance Measures
- Ridership Data
- Accident Reporting – Details on vehicles taken out of service



Milestone Progress Reports

FY 2020
Phoenix-Mesa Urbanized Area
Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities
Subrecipient Annual Milestone Report

Applicant Name:	SAMPLE	Reporting Period:	10/1/2019 to 9/30/2020
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SECTION 1 - GRANT SUMMARY

This section provides a history of your agency's awarded grants, grant agreements project description and current grant status.

Grant Number	Agreement Number	Expiration Date	Project Description	Federal Award	Local Match	Grant Status
xxx	xxx	xxx	(2) Cutaways & (1) Minivan RAMP	\$ 158,100	\$ 27,900	Awarded
xxx	xxx	xxx	(1) Cutaway *Transfer from UCP 12/2018	\$ 48,582	\$ 8,573	Completed

SECTION 2 - VEHICLE INVENTORY

In this section, please report only for Section 5310 grant funded vehicles in which the City of Phoenix is the lienholder. Provide the current odometer reading, the estimated year to replace the vehicle and the overall condition of the vehicle based on the table below.

Grant Number	Vehicle Make	Vehicle Year	VIN	License Plate	Odometer Reading	Est. Replacement Year	Cond Code
AZ-2019-003	Minivan with Ramp	2019	xxx	*Not delivered			
AZ-2019-003	Cutaway	2019	xxx	*Not delivered			
AZ-2019-003	Cutaway	2019	xxx	*Not delivered			
AZ-16-X002	Starcraft Starlite	2014	xxx	WCHRT81			

VEHICLE CONDITION DEFINITIONS (Cond. Code)

Excellent	Brand new or less than one year old, no major problems exists, or only routine preventative maintenance is required.
Good	Elements are in good working order, requiring only nominal or infrequent minor repairs.
Adequate	Requires frequent minor repairs or infrequent major repairs. Elements are in adequate working order and the asset's usage can continue.
Poor	Requires frequent major repairs, elements are in poor working order, and/or future usage requires significant investment, which may not be cost-effective.
Failure	In sufficiently poor condition that continued use is impossible or non-cost-effective.



Milestone Progress Reports

MPR includes a checklist of required reports and documentation

- Completed Vehicle Reports
- Updated Vehicle Insurance
- Sam.gov & IRS 501c3 updated annually
- Title VI Annual Report
- Single Audit (if applicable)
- Change Orders (if applicable)
- Legal Claims filed & settled



QUESTIONS?

Wendy Miller

Section 5310 Program Manager

City of Phoenix Public Transit

Section5310@phoenix.gov

(602) 262-4077