

Section 5310 Grant Subrecipient Training FAQ's

- Q:** How frequently can subrecipients send reimbursement requests? On a monthly or quarterly basis?
- A:** Qualified reimbursements can be processed either monthly or quarterly.
- Q:** Where do we report minor vehicle incidents excluded from reporting within the 72-hour accident window?
- A:** Minor incidents must be reported in the main Excel Vehicle Maintenance Log spreadsheet. In the Excel spreadsheet you would choose “accident” in the drop down menu and notate the minor incident details in the comments section.
- Q:** Is there a portal for uploading supporting documents?
- A:** No. Please email all supporting documents to:
section5310@phoenix.gov
- Q:** How many bids are needed for the vehicle disposition process?
- A:** Generally, 3 written quotes estimating the vehicles current value must be obtained (ex: Kelly Blue Book, NADA Guide, dealership quotes and online sales of like vehicles) and provided to the City of Phoenix for approval prior to the sale. However, each vehicle disposal is unique and will be addressed on a case-by-case basis. Subrecipient agencies must contact the City of Phoenix Public Transit Department’s 5310 Program Manager for specific instructions on disposing their federally funded asset.
- Q:** Can a vehicle that met useful life be disposed of in a public auction?
- A:** There are specific FTA guidelines preventing subrecipient agencies from disposing of vehicles at public auctions or private dealers with few exceptions. All subrecipient agencies that have assets with a federal interest must obtain prior approval from the City of Phoenix Public Transit Department’s 5310 Program Manager prior to disposing of the federal asset.
(Please note: Assets obtained via ADOT must be disposed of through ADOT)
- Q:** Will the Public Transit Department be inspecting only Section 5310 Phoenix vehicles?
- A:** Yes. We only inspect Section 5310 funded vehicles purchased procured through the City of Phoenix Public Transit Department.

Q: What are the FY2019 Vehicle Maintenance Log dates?

A: Fiscal Year 2019 that is due (input date) runs October 1, 2018 to September 30, 2019.

Q: Can all vehicles be on the same maintenance log sheet?

A: Yes.

Q: Can we put one size of every vehicle on one maintenance log tab (ex: 12 seat pass vans) and then make a tab for another size (ex: 12 seat pass van w/ lift). Or do you want all of them on the same tab?

A: Place all vehicles on one tab in the Vehicle Maintenance Log spreadsheet. City of Phoenix staff will sort line items by date range.

Q: What is the naming convention for saving vehicle maintenance log files?

A: Vehicle maintenance files should be saved similar to examples shown:

Vehicle Maintenance Plans - should be named "*YEAR, AGENCY NAME, Vehicle Maintenance Plan.*" (Agency acronym & pdf is acceptable)

2020 Pawnee Sr Ctr Vehicle Maintenance Plan.docx

Vehicle Maintenance Logs - should be named "*YEAR, AGENCY NAME, Maintenance Log.*" (Agency acronym & pdf is acceptable)

2020 Pawnee Sr Ctr Maintenance Log.xlsx

Vehicle Maintenance Records - should be named "*Last 4 digits of VIN, AGENCY NAME, YEAR.*" (Agency acronym & pdf is acceptable)

6775 Pawnee Sr Ctr 2020.pdf

Q: Do we need to use the new vehicle maintenance log if we've already submitted the old log?

A: Yes. All subrecipient agencies are required to submit vehicle maintenance logs for the time period October 1, 2018 – September 30, 2019 using the revised Vehicle Maintenance Log spreadsheet by February 28, 2020.

Q: Are the fees incurred for completing annual vehicle inspections reimbursable?

A: Yes.

Q: Can vandalism repairs be reimbursed as a preventative maintenance item?

A: Yes.

Q: Does preventative maintenance cover auto insurance deductibles?

A: Yes.