



2026 Section 5310 Regional Grant Workshop

Phoenix-Mesa-Scottsdale & Phoenix West-Goodyear-Avondale urban areas

January 27, 2026

Housekeeping

- Enter comments and chat with the presenter and attendees
- Keep your microphone muted and camera off during the presentation
- Question will be answered at the end of session
- For on-screen live transcriptions, click on CC button then click on "Show subtitles" option
- This presentation is being recorded and will be available on the MAG website



AGENDA

Service Area Mapping Tool

Handbook and Program Guidelines

Application Timeline

For Your Information

Eligible Activities

Evaluation Criteria

Federal/Designated Recipient Requirements

Application Submittal

Review Application

FY 2026
**Section 5310 Enhanced Mobility of Seniors and
Individuals with Disabilities**
Handbook and Program Guidelines
Phoenix-Mesa-Scottsdale Urban Area and
Phoenix West-Goodyear-Avondale Urban Area

**FY 2026 Section 5310 PMS and
PGA Urban Areas Handbook &
Program Guidelines**

Competitive Selection Process by:



Designated Recipient of Federal Funds:

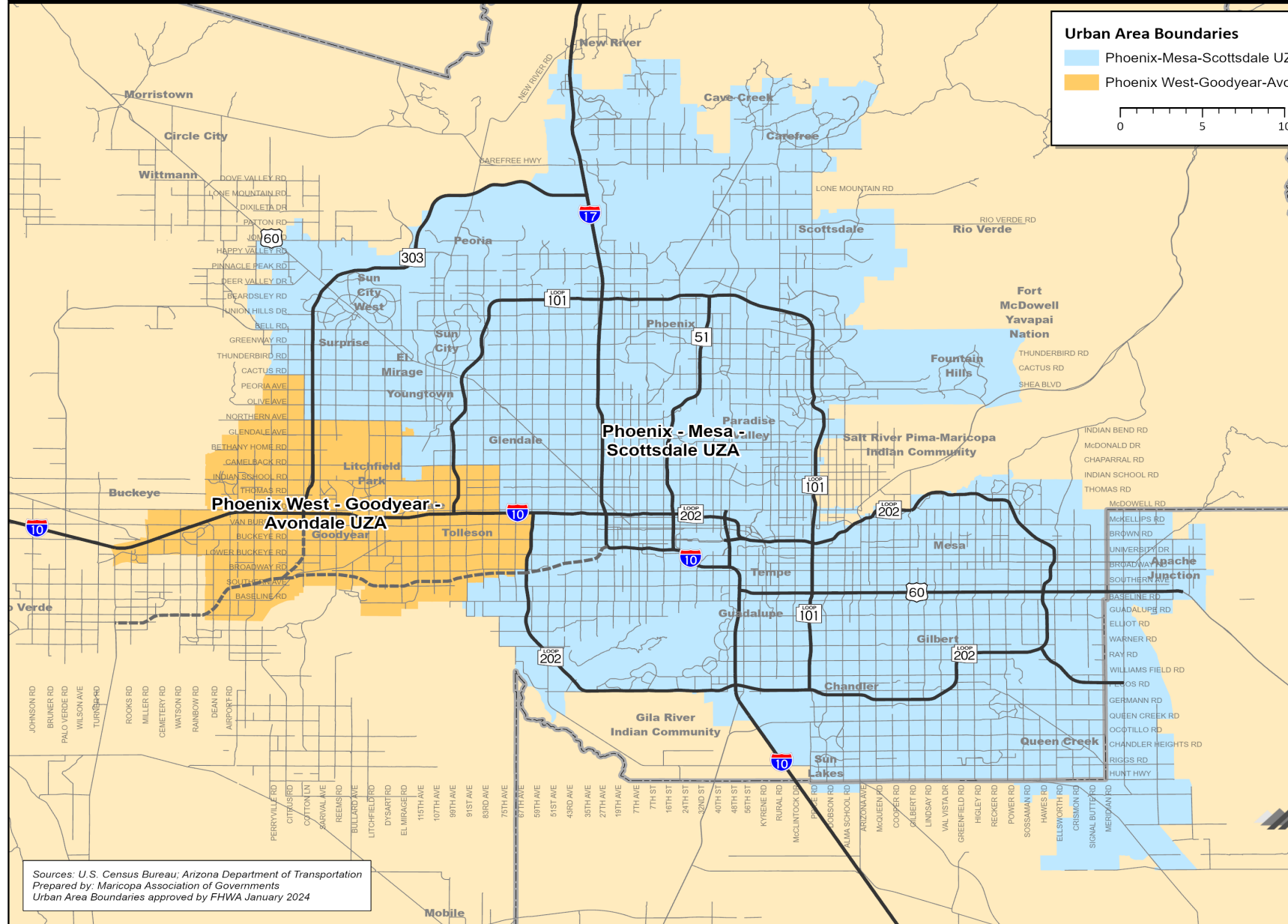


City of Phoenix
PUBLIC TRANSIT DEPARTMENT

MAG Section 5310 Application Process

Phoenix-Mesa-Scottsdale Urban Area (PMS)

Phoenix West-Goodyear-Avondale (PGA)



2026 Application Timeline

Applications Published	January 15, 2026
Regional 5310 Grant Workshop	January 27, 2026 9:00 a.m. – 11:00 a.m.
Application Technical Assistance-MAG and Phoenix Email Wendy Miller at WMiller@azmag.gov and copy Aeysha Alam at AAlam@azmag.gov to schedule a 30-minute appointment.	February 3-4, 2026 9:00 a.m. – 3:00 p.m. By appointment only
Application Deadline Application(s)* submitted electronically to: Wendy Miller at WMiller@azmag.gov , Copy: Aeysha Alam at AAlam@azmag.gov Subject line: <i>Agency name_2026_PMS</i> or <i>PGA_Type of Request (MM, PM, Vehicles, Equipment)</i> . <i>*Including Original Excel application</i>	February 24, 2026 12:00 p.m. (noon) <u>Late or incomplete applications will not be accepted.</u>
Public Notice of Applications Submitted Allows one week for public comments	February 26, 2026

2026 Application Timeline

**DATES SUBJECT TO CHANGE*

Internal Review-MAG and the City of Phoenix

Federal eligibility and regional criteria threshold requirements

**February 24, 2026 -
March 10, 2026**

**MAG Elderly and Persons with Disabilities Transportation (EPDT)
Committee Meeting**

Receives all eligible regional applications for review

**March 11, 2026
10:00 a.m.**

Applicants receive EPDT Committee's follow-up questions

April 7, 2025

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

**April 9, 2025
By 12:00 p.m. (noon)**

Applicant Interviews with EPDT Committee

Virtual meeting via Zoom

MAG staff will contact applicant to schedule

**April 21, 2026-
April 22, 2026**

Applicant Receives Selection Notification

July 2026

Program Overview

- Provides information regarding the regional 5310 program
- Program Goal: To improve mobility, FTA provides financial assistance for transportation services that are planned, designed, and carried out to meet the special transportation needs of older adults and individuals with disabilities.
- Program Objectives: To reflect the purpose of the Section 5310 program, strategies outlined in the regional MAG Human Services Coordination Transportation Plan, and the City of Phoenix Program Management Plan

For Your Information

- Applicants must score 70 percent or above
- Timely expenditure of funds
 - 2-week internal review will include past grant funding expenditures. Agencies with excessive amount of unspent funding will not be recommended to move forward for evaluation (determined by City of Phoenix).
- Applicants must indicate a commitment to provide the local match funding in their cover letter
- Agencies returning awarded vehicle back into the program will have a two-year waiting period to apply for vehicles
- ***All applicants applying for Section 5310 funding in the PMS and PGA UAs are required to attend the Applicant Interviews***

New for 2026

It is a federal requirement that all subrecipients of Section 5310 federal funds participate in coordination activities. Subrecipients are expected to meet the minimum recommended threshold.

- Attending three MAG Transportation Ambassador Program meetings
- Submitting data as requested by MAG.
- NEW: Attending training sessions and workshops led by Mobility Managers are not required but are encouraged as a best practice.
- ***Applicants failing to meet the participation threshold may not be recommended to move forward for evaluation.***

Program Goals and Objectives

Subrecipients are required to gather and submit reports to PTD on both quantitative and qualitative information on each of the following indicators:

- Traditional: Gaps in services, measured in numbers of seniors and people with disabilities afforded mobility. Ridership by actual or estimated number of rides (as measured by one-way trips) provided
- Other Capital/Operating: Increases or enhancements that impact services, addition or changes to infrastructure that impact availability of services, and by actual or estimated number of rides (as measured by one-way trips) provided

“Traditional” Capital Projects

Eligible Applicants

- Private nonprofits
- Government authorities: where no PNP is available, or designated by the State to coordinate services for older adults and individuals with disabilities

Eligible Projects

- Vehicles and Vehicle-related equipment
- Preventive Maintenance
- Radios and communication equipment
- Computer hardware and software
- Subregional Mobility Management (MM) positions and MM projects

“Other” Eligible Activities

Eligible Applicants

- Private nonprofits, state or local governmental authorities,

Eligible Projects

- Public transportation projects (capital only) that are planned, designed and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable
- Projects (capital and operating) that exceed the requirements of the American with Disabilities Act (ADA)
- Projects (capital and operating) that improve accessibility to fixed-route service
- Alternatives to public transportation (capital and operating) that assist seniors and individuals with disabilities with transportation.

Section 5310 Funding

- FTA provides Section 5310 federal funding directly to urban areas
- Estimated funding of \$5.49 million for the PMS urban area
- Estimated funding of \$446 thousand for the PGA urban area
- Not less than 55 percent of funding to traditional capital requests
 - Region typically awards 60 percent to traditional to ensure federal thresholds
 - Up to 45 (typically 35) percent to “Other” capital and operation
 - Up to 10 percent for program administration
 - Federal share is 50 percent for operating projects
 - Federal share is 80 percent for capital projects, 85 percent for ADA-equipped vehicles, 90 percent for ADA or Clean Air Act vehicle-related equipment

Evaluation Criteria

	Needs Improvement	Meets Criteria	Meets All or Exceeds Criteria
SELECTION CRITERIA (100 pts)			
SECTION 1, 2 and 9: Cover Letter, Agency Info, and Checklist Completed (5 pts) <ul style="list-style-type: none"> 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)* Application was submitted complete with all appropriate items from the application checklist. (2 pts-MAG)* 	(1 pt.)	(2-3 pts.)	(4-5 pts.)
SECTION 3: Agency Experience and Capabilities (20 pts) <ol style="list-style-type: none"> Agency demonstrates experience with the requested project including having appropriate staff to assist in managing the program. (5 pts) Agency provides performance measures that will be used to evaluate the effectiveness of the requested project with measurable outcomes. (5 pts) Agency experience in managing federal funds, meeting requirements, and have policy/procedure in place. (5 pts-DR Phoenix)* Demonstrates good utilization of requested and/or past funding. If applicable, agency expends awards in a timely manner. (5 pts-DR Phoenix)* 	(1-9 pts.)	(10-14 pts.)	(15-20 pts.)
SECTION 4 AND 5, 6, or 7: Project Description (25 pts) <ul style="list-style-type: none"> 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) 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) -Traditional Capital Requests (Section 5 or 6 A, B, or C): 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) OR, -Other Capital/Operating Requests (Section 7 A, B, or C): 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). (Total 10 points) 	(1-9 pts.)	(10-19 pts.)	(20-25 pts.)
SECTION 5, 6 (A, B, or C) or 7 (A, B, or C) – Budget (10 pts) <ul style="list-style-type: none"> Applicant adequately addresses how the requested project is cost-efficient and a good use of federal funding based on the number of clients served. (3 pts) Line items on the budget were appropriate to the project request, easy to understand, and adequately addresses the intent of the program. (2 pts) 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. (5 pts-DR-Phoenix)* 	(1-3 pt.)	(4-7 pts.)	(8-10 pts.)
SECTION 8 – Coordination (25 pts) <ol style="list-style-type: none"> Coordination Participation: Attends local and/or regional coordination meetings/forums, submits all requested data information including surveys and provider updates. (10 pts-MAG)* Developing Partnerships: To what degree does the applicant coordinate with other agencies, and public or private transit and paratransit systems? (5 pts) Collaborative Activities: Applicant demonstrates participation, or willingness to participate, in a coordinated system for training activities. (5 pts) Addressing Regional Gaps: 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? (5 pts) 	(1-9 pts.)	(10-19 pts.)	(20-25 pts.)
Applicant Interview and Presentation (15 pts) <ul style="list-style-type: none"> Applicant presentation adequately supports the need of the proposed project. (15 pts) 	(1-4pt.)	(5-10 pts.)	(11-15 pts.)



Agreements with City of Phoenix

Applicants will be required to enter into a Grant Pass Through Agreement with the City of Phoenix

- All applicants must be prepared to meet applicable Federal, State, and Local requirements
- 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.
- Registering with the System for Award Management (SAM) is required UPON receiving Federal funds. To register, visit the following website:
<https://www.sam.gov/SAM/>

It is highly recommended agencies select to authorize your entity's non-sensitive information to be displayed in SAM public search results.

Federal Requirements

- Office of Management & Budget (OMB)-Agencies receiving \$1M or more in federal funds annually are required to conduct an annual single audit by a certified public accountant (CPA), must provide a copy of their audit to the City of Phoenix, and encompasses both financial and compliance components. Additional information can be found [here](#).
- Lobbying Activities - Agencies who apply for an award of \$100,000 or more must file a written certification no federal funds have been paid for lobbying and Disclosure of Lobbying Activities. required by 49 CFR part 20, "New Restrictions on Lobbying."

Grant applicants must submit the Certification on Lobbying form along with the application.

Local Matching Funds

Subrecipients are required to provide matching funds for all projects

- 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, and is included in the net project costs
- Applicants must indicate a commitment to providing the local match funding in the cover letter
- Subrecipients will be required to provide the full local match for vehicles and/or vehicle equipment in advance of the City of Phoenix creating purchase orders

Procurements

- Must comply with all federal requirements associated with procurements
- Contact the City of Phoenix for technical assistance prior to conducting procurements utilizing any grant funds,
- The City of Phoenix leads or approves the procurement for all vehicle purchases on behalf of subrecipients
- The City of Phoenix holds a first lien through the useful life of the capital equipment, until the remaining asset value is less than \$10,000, which is usually demonstrated at the time of vehicle disposition

Vehicle Procurements

Prices are estimates based upon State of Arizona contract, actual pricing may differ

- ❖ Cutaway with Lift - COST ESTIMATE: **\$149,000**
- ❖ Raised Roof Van with Lift - COST ESTIMATE: **\$128,000**
- ❖ Minivan with Ramp - COST ESTIMATE: **\$89,000**

Although every attempt is made to procure and deliver vehicles within one calendar year of the submittal of the City of Phoenix grant application to the FTA, longer periods are not uncommon and is highly subject to industry manufacturing cycles and inventories.

Eligible Expenses & Reimbursements

- Qualifying expenditures are **reimbursed** to the subrecipient by the FTA through the City of Phoenix, **when submitted with appropriate accompanying documentation for all eligible expenses**
- FTA expects projects to be completed on a timely basis as scheduled in the award agreement and updated in progress reports
- Documentation shall include but is not limited to copies of paid invoices received from vendors for purchases of supplies and services and payment dates; verification of all staff or contractor hours billed, copies of all applicable timecards, payroll records or other time reporting documentation; and any other documentation as required by Phoenix or the FTA.

Project Costs

- Project costs must specifically relate to the purpose of the program
- Direct Costs-only eligible for expenses that directly support the transportation or mobility management program
- Indirect Costs-only eligible on operating requests
- For Federally Negotiated Indirect Cost Rate (FNICR)
 - Must indicate the approved indirect cost rate in the application
 - Provide a copy of the approved plan on file with the subrecipient's cognizant federal agency with their application
- De Minimis (15%) Indirect Cost Rate
 - Must sign certification that subrecipient is eligible to utilize this rate with their application

Project Costs

- Line-Item Budgets

- Project costs must specifically relate to the purpose of the program with descriptions of all program costs to be reimbursed
- Line items not specified in the budget will be ineligible for reimbursement.

Funded awards will be based on final funding apportionments published in the federal register.

Reporting Requirements

All subrecipients will be required to submit annual progress reports including grant milestones, financial status, vehicle information, and program measures to the City of Phoenix outlined in the Grant Pass Through Agreement

- Annual Milestone Progress Report (MPR) required annually for all active FTA funded projects
- Subrecipient are responsible for complying with all federal, state, and local requirements imposed under the Grant
- Failure to comply may result in the withholding of Grant funds to subrecipient and such failure may also result in forfeiture of vehicle/asset awards

Asset Management

- FTA requires written Vehicle Maintenance Plans describing inspections and preventive maintenance procedures to keep assets in good condition
- Required to submit maintenance logs and records annually
- Must acquire and maintain current, appropriate insurance on vehicles while under City of Phoenix lien
- Report substantial damage and changes in the status or condition of a vehicle or other capital equipment to the City of Phoenix within five business days, even if satisfactory repair can be made within this period
- Subrecipients must report a vehicle incident, accident or casualty to the City of Phoenix within 72 hours of the occurrence

Compliance Requirements

- Certify compliance with Title VI, Equal Employment Opportunity, (EEO), and Disadvantaged Business Enterprise (DBE) laws and regulations
- FTA funds are distributed without regard to race, color, and national origin
- Title VI procedures must address how passengers file a Title VI complaint with appropriate due process standards and prompt and equitable resolution
- EEO program if over 50 transit employees, cooperative agreement, and received \$1 million in capital/operating or contracts totaling over \$250,000, in planning assistance.
- Follow FTA DBE requirements if received planning, capital/operating assistance and will award prime contracts exceeding \$250,000.



Section 5310 Email Point of Contact

- Section5310@phoenix.gov
- Please use this email to submit all Section 5310 reporting, questions, reimbursement requests, and vehicle plans and maintenance submittals.
- This email is monitored by the City of Phoenix Section 5310 staff and the staff person responsible for the appropriate area will respond.
- **Use the Section 5310 email as your first point of contact. This will help us keep track of frequently asked questions, and assist you when another team member is out of the office**



Submitting Your Application

- Applicant Support (1-on-1)
- Cover letter - Introduction to your request
- Application Submittal Information
- Items to Remember
- Review Application

Applicant Support

- Presentation and materials will be available on MAG website
- Applicant Technical Assistance, MAG & City of Phoenix
 - By appointment only, come prepared with application and questions, 30 minutes
- To set up an appointment contact: Wendy Miller at WMiller@azmag.gov, copy Aeysha Alam AAlam@azmag.gov

Your Company Letterhead

Date

Wendy Miller
Transportation Improvement Program Manager
302 N First Ave, Ste. 300
Phoenix, AZ 85003

Dear Ms. Miller,
Agency name and the population served. Type of project request (Capital/Operating) and requested federal, local match, and total amount. Include a sentence on your agency's commitment to providing the local match. **(three to four sentences)**

Briefly describe the need of your request. How the requested project will benefit the population you serve. Note any partnerships or coordination with other agencies on project. **(One to two small paragraphs)**

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

Thank you,
Name
Title

Cover Letter

- Limit to one page
- On your agency letterhead
- Serves as your introduction
- Summary of requested amount, agency's need for the requested project
- Must include commitment for local match
- Must be signed by your agency Exec Director/CEO, person who is legally authorized to sign contracts
- Can be PDF

Application Submittal

- Applications are due Tuesday, February 24, 2026, by noon
- Applications will be submitted electronically, emailed to Wendy Miller at WMiller@azmag.gov, copy Aeysha Alam AAlam@azmag.gov
- Subject Line: *Agency name_2026_PMS **or** PGA_Project Type.*
- A complete submission includes, the application in the original Excel format, all applicable supplementals, cover letter, and services area map.
- Each project request requires a separate application.

NO LATE OR INCOMPLETE APPLICATIONS WILL BE ACCEPTED

Application Submittal

- Certification and Assurance signature pages in the application can be printed and scanned or you can use the PDF version provided
- Application request(s) will be forwarded to the evaluation panel for review. Please ensure all applicable questions are answered concisely and with sufficient detail
- Incomplete application(s) will not be accepted and will not move forward to the project evaluation process

NO LATE OR INCOMPLETE APPLICATIONS WILL BE ACCEPTED



Applicant Interviews

- All applicants will be required to participate in the Applicant Interview process after the evaluation panel conducts a preliminary review of the applications
- Applicant Interviews will take place on April 21 and 22, 2026, virtually
- Additional information will be provided to applicants prior to the interview
- MAG staff will contact applicants NO LATER than April 9th to schedule interview times – if you haven't received notice-
CONTACT US!

Subregional Mobility Managers



Billy Parker

Chandler Gilbert Arc -
East Valley
bparker@cgarc.org



**Justin
MacGregor**

STARS - Northeast Valley
jmacgregor@starsaz.org



**Mark
Botterbusch**

Gompers - Central Valley
mbotterbusch@gompers.org



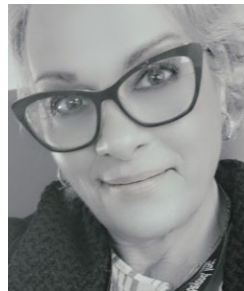
Dawn Hocking

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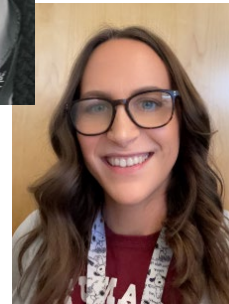
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Elle Otter

One Step Beyond-Southwest
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Emily James

One Step Beyond-Southwest
emilyjames@osbi.org

Frequently Asked Questions

Q: I'm having technical issues with the 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 the Coordination questions, and find out more information?

A: Please contact Wendy Miller, Transportation Improvement Program Manager, WMiller@azmag.gov for assistance.

FAQ page will be posted as needed and will be available [here](#).

Items to Remember



- Participation in regional coordination efforts is a requirement
- Attending MAG Transportation Ambassador Program (TAP) meetings is one way to participate in coordination efforts.
- MAG TAP meeting on March 17, 2026, at 1 p.m. Virtually through Zoom. Access the March meeting and all future meetings [here](#).
- New applicants must meet with MAG staff, please contact Wendy Miller, Wmiller@azmag.gov.



Contact Information

MARICOPA ASSOCIATION OF GOVERNMENTS **Grant Application and Coordination Contacts**

Wendy Miller

Transportation Improvement
Program Manager
Maricopa Association of Governments
Email: WMiller@azmag.gov

Aeysha Alam

Senior Transportation Analyst
Maricopa Association of Governments
Email: AAlam@azmag.gov

Phone: 602-254-6300



Contact Information

CITY OF PHOENIX

Grant Reimbursements, Federal Reporting and Requirements

Stephanie Rangel

Federal Grants Administrator
City of Phoenix Public Transit

Eleanor Perez

Management Assistant I
City of Phoenix Public Transit

Email: Section5310@phoenix.gov



Contact Information

CITY OF PHOENIX

Federal Compliance and Civil Rights

Christina Hernandez

Transit Compliance Administrator
City of Phoenix Public Transit Department

Rhita Bercy

Transit Compliance Program Manager
City of Phoenix Public Transit Department

Antoinette Cooper

Civil Rights Program Manager
City of Phoenix Public Transit Department

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

Human Services Transportation



The Human Services Transportation program helps coordinate strategies to assist the transportation of elderly individuals and persons with disabilities. This program helps connect people to human services transportation opportunities throughout the MAG region and provides support to qualified individuals that need transportation related assistance.

[Show All](#) [Committees](#) [Projects](#) [Resources](#)

Elderly and Persons with Disabilities Transportation Committee

This committee consists of representatives from MAG member and regional transportation agencies. The committee prioritizes applicants to receive FTA Section 5310 capital assistance awards in the form of vehicles and related equipment. This is used to transport elderly individuals and persons with disabilities.

Human Services Transportation Workshops

The Human Services Transportation Division at MAG in partnership of the subregional Mobility Managers, offers our community a series of workshops tailored to support human service transportation providers in the region.

MAG Connect-A-Ride

This is a listing of agencies that provide human services transportation resource information in the MAG region.

MAG Transportation Ambassador Program

The Transportation Ambassador Program project is designed to connect people to human services transportation opportunities in the region. The program is open to everyone and will include accommodations for older adults, people with disabilities, and low incomes.

Subregional Mobility Managers

Subregional mobility managers provide support for regional coordination strategies outlined in the MAG Human Services Coordination Transportation Plan (HSCTP).

MAG Human Services Transportation Webpage

FY 2026

Phoenix-Mesa-Scottsdale Urban Area &
Phoenix Goodyear-Avondale Urban Area

Grant Application

Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities

(Version 2026.1)

APPLICANT NAME:	
APPLICATION AREA:	Select Value
APPLICATION TYPE:	Public Transportation Alternatives
TYPE OF SERVICE:	Volunteer Driver Program

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](#)

[DIRECT LINK TO APPLICATION](#)