

MARICOPA ASSOCIATION OF GOVERNMENTS
AD HOC ELDERLY AND PERSONS WITH DISABILITIES
TRANSPORTATION PROGRAM COMMITTEE
MEETING MINUTES
FEBRUARY 25, 2009

MEMBERS ATTENDING

John Fischbach, City of Goodyear, Chair
Wendy Miller for John Cleveland, City of Phoenix
Gary Bretz for Teri Collins, RPTA
Ann Marie Riley for Denise Demaray, City of Chandler
Matt Dudley, City of Glendale
+Julie Howard, City of Mesa
Gregg Kiely, Arizona Department of Transportation
Ken-Ichi Maruyama, Town of Gilbert
Kristen Taylor, City of Avondale

OTHERS PRESENT

Matthew Hanson, City of Goodyear
Janeen Gaskins, City of Avondale
Rachel Brito, MAG
DeDe Gaisthea, MAG
Amy St. Peter, MAG

*Those members neither present nor represented by proxy.
+Those members present by audio or videoconference.

1. Call to Order

Chair Fischbach called the meeting to order at 9:34 a.m. with introductions of all in attendance.

2. Call to the Audience

An opportunity was provided to members of the public to address the Committee. There were no comments from the public.

3. Approval of FTA Ad Hoc Elderly and Persons with Disabilities Transportation Program Committee February 29, 2008 Meeting Minutes

Chair Fischbach called for approval of the February 29, 2008, minutes. Matt Dudley, City of Glendale, made a motion to approve the minutes. Wendy Miller, City of Phoenix, seconded the motion. The motion passed unanimously.

4. Program Overview

Chair Fischbach introduced Amy St. Peter, MAG, who offered an overview of the Section 5310 Program. She said a new requirement for the program is to have plans in place to coordinate human services transportation programs supported by this funding source. MAG was one of the first in the country to release a plan in 2007 thanks to elderly mobility efforts already underway. Since then, a plan update was approved in 2008 and the 2009 update is moving through the MAG approval process now. She expressed gratitude to the City of Phoenix, the Arizona Department of Transportation (ADOT) and the Federal Transportation Administration for their assistance and support in this effort.

Ms. St. Peter said the MAG 2009 Human Services Coordination Transportation Plan Update has been recommended for approval by the Human Services Technical Committee. Next, the plan update will go before the Management Committee for review and recommendation of approval and then to Regional Council for approval. Committee members were provided with a draft copy of the plan update. She added the formatted document will be available in the next few weeks.

Ms. St. Peter said the document before the Committee includes two sections. The first is the plan itself and the second is a resource inventory as required by Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). Ms. St. Peter reported the first plan included an inventory of 70 agencies. That number has since increase to 120 agencies. The plan includes a gaps analysis by demographics, geographic area, and services provided. She stated the gaps analysis found a number of agencies that cover the region however; it revealed low income families in the southwest valley are underserved.

Ms. St. Peter said the plan identifies stakeholders' needs, such as challenges with the transit system and opportunities for interconnectivity. The plan also offers strategies to address the gaps and needs. She said the focus of the plan this year is to examine the capacity of the human services transportation and how to maximize the services currently available. Ms. St. Peter said efforts have already begun with underutilized agencies offering to work with agencies that need additional transportation services. A small number of these agencies have stepped up and are now transporting people who are not their clients.

Ms. St Peter said the plan update not only supports the Section 5310, Elderly Individuals and Individuals with Disabilities Transportation Program, but also Section 5316 Job Access and Reverse Commute (JARC) and Section 5317 New Freedom. Agencies applying for these funds are required to comply with the plan. Ms. St. Peter encouraged agencies to review the 2009 Coordination Compliance chart. The chart was developed to track agency level of participation at meetings, trainings and in other requirements. Ms. St. Peter encouraged the Committee to refer to the MAG chart because not all agencies provide accurate information. The chart has also been made available to the City of Phoenix and Arizona Department of Transportation for use by the Section 5316 and Section 5317 review committees.

5. 2009 Application Process

Chair Fischbach introduced DeDe Gaisthea, MAG, who presented an update of the application process and timeline. A summary table of the 13 agencies that applied for funding was provided in the handouts.

- *March 16th by 10:00 a.m.* - Questions from Committee members about the applications are due to Ms. Gaisthea. She requested questions be submitted to her as early as possible. Ms. Gaisthea will collect the questions and forward them to the corresponding agency for response. Committee members are

given three weeks to review the applications and submit questions about the applications.

- *March 18, 2009 from 9:00 a.m. – 2:00 p.m.:* Tentative Section 5310 applicant interviews.
- *March 20, 2009 at 10:00 a.m. –* FTA Ad Hoc Elderly and Persons with Disabilities Transportation Program Committee meeting to finalize the priority ranking before being submitted to ADOT.
- *April 8, 2009 -* Priority ranking submitted to the Management Committee for recommendation to approve.
- *April 9, 2009 -* Recommendations are submitted to ADOT
- *April 27, 2009 -* Recommendations submitted to the MAG Regional Council for final approval.

Ms. St. Peter discussed circumstances regarding two specific applications for Section 5310. First, she said the City of Avondale submitted an application which represents a partnership with Care First and Area Agency on Aging. The application was submitted on time to MAG. Ms. St. Peter said one caveat to the City of Avondale's application is agencies that receive Section 5307 funding typically, in the past, have been discouraged from also applying for Section 5310. However, they are not barred from applying for both funds. Ms. St. Peter said with the Committee may accept the application as it represents a coordination effort and partnership among agencies.

Gregg Kiely, ADOT, said concern in the past has been the perception of agencies double-dipping, or applying for both funding sources. However, in the interest of coordination, particularly because of the partnership, ADOT and MAG staff encouraged the Committee to consider such applications on a case by case basis. Committee members agreed on the merits of the coordination effort and partnership and the application was accepted. Ms. Miller noted the City of Avondale's application is also focused on an underserved area as defined by the gaps analysis.

Ms. St. Peter said the second application in question is Horizon Human Services because they delivered their application to ADOT instead of MAG. She said Horizon has successfully applied for the past three years. Horizon attended the application training and was aware of the strict guidelines regarding application submission. ADOT did receive the application before the designated deadline. She said this seemed to be an unfortunate mistake with good intentions. However, because MAG became aware of the application too late, it can not be included in the Arizona Republic public notice announcement. A second public notice would cost an additional \$1,500. Ms. St. Peter said MAG is working with ADOT to determine how best to complete the public notice requirements. She noted the agency's name will be included with the public notice on the MAG Web site and the MAG Human Services newsletter in compliance with the public notice requirement.

Ms. St. Peter clarified accepting the application from Horizon Human Service is not listed for action and does not require a motion by the Committee. She said it is entirely up to the Committee's purview to accept or deny the applications. Ms. Miller

said a similar situation occurred with a Section 5317 application being submitted to ADOT. The application was submitted on time and was accepted. Ms. Miller and Mr. Dudley both voiced support for accepting the application and the Committee agreed.

6. Review of Application

Chair Fischbach introduced Gregg Kiely, ADOT, who discussed key changes to Section 5310. He said the federal local match ratio has changed from 80/20 to 90/10 and applies strictly to Section 5310. Exemplary coordination projects will be considered for a 94/6 federal to local match. He said there are no formal guidelines defining exemplary coordination, however, an example would be an agency that works with several partners and has specific written services or other coordination agreements among the partners. Mr. Kiely noted the decision would be a matter of discussion for the Committee. Mr. Kiely said statewide, the annual number of applications ranges from 80-90 for approximately 125 vehicles and some mobility management requests. Mr. Kiely said federal funds in the past have been able to fund almost all requests in the MAG region and statewide. He said although this year has a better match rate, fewer agencies may have applied due to the economic situation.

Mr. Kiely said Section 5310 is a capital award program. This includes mobility management which ADOT considers to be a short to mid-term planning function. He explained mobility management is a way to kick-start coordination efforts in a region or locality. Funding supports the addition of staff positions or hardware and software to start coordination efforts. Mr. Kiely said TERROS and Triple R have received consecutive years of mobility management funding. He cautioned it is not considered automatic funding if an agency was awarded mobility management funds the prior year. Mr. Kiely said the coordination focus over time is to increase the ability of agencies to utilize mixed use services among Section 5310 recipients and other human services or social services programs.

Mr. Kiely said that all of these formula programs are under congressional continuing resolution and essentially 41 percent of funding will be available initially. Additional funding may be awarded at a later date. Mr. Kiely will provide MAG with additional information as it becomes available. He said applications have historically been organized on a tiered basis depending on the number of vehicles requested. This has resulted in the development of A and B lists. He said depending on funding there could be a C list this year to accommodate additional funding received during the grant cycle. The Section 5310 overall statewide budget is \$3.9 million. Mr. Kiely said Section 5316 and Section 5317 budgets will be similarly affected. He noted rural and small urban areas with very small budgets will be challenged to meet the match requirement this year due to budget constraints.

Mr. Dudley asked if vehicles awarded last year had been delivered to the agencies. Mr. Kiely said the process takes 16-18 months and vehicles are not expected to be delivered until later this summer. He added mobility management awards are different and will also take time, but are processed much sooner than vehicles.

7. Evaluation Process

Ms. Gaisthea reviewed the scoring sheet and process for applicant interviews. She said the coordination effort is a new requirement and noted there have been six opportunities for participation to date. Ms. Gaisthea said the 2009 Coordination Compliance chart was developed to track agency participation in these activities. She encouraged the Committee to cross reference the applicant's participation response with the Coordination Compliance chart. Mr. Kiely deferred to MAG for instructions on scoring the coordination efforts. He noted special weighting is given to rural areas in isolated conditions. He said that while these agencies may be willing to engage in coordination activities, their opportunities for doing so may be very limited due to distance.

Mr. Kiely said there are a number of ADOT and FTA compliance issues such as requirements for insurance, a driver and dispatch services. He advised Committee members to closely review the financial and management capability of an agency to ensure they will be able to administer their award. Ken-Ichi Maruyama, Town of Gilbert, asked if the Coordination Compliance chart would be updated if additional information is submitted by an agency. Ms. St. Peter informed Committee members the chart contains all information submitted to date, however updates will be provided if additional information is received.

Mr. Maruyama asked if MAG or ADOT intended to reach out to those agencies that have not submitted their forms and if there is a deadline for submitting additional information. Ms. St. Peter said an email would be sent to the agencies informing them of their coordination score. The deadline to submit information is by the interview date. She said Committee members would be allowed to change their scores based on information submitted up to that point. Ms. St. Peter briefly explained the interview process. She said Committee members will be asked to submit their scores prior to the interviews. A follow-up meeting will provide time for a review of the scores based on the interviews. Committee members will have an opportunity to reassess the ranking and their scores. Mr. Dudley clarified the interview process will provide an opportunity to ask clarifying questions and fill in any gaps of information.

Mr. Kiely thanked Ms. Gaisthea for providing the rating sheet. He reviewed the ADOT applicant rating sheet which he noted is identical to last year. He noted the points from MAG's coordination chart are not factored into the rating sheet but it should be taken into consideration when scoring on the Coordination section of the rating sheet. Mr. Kiely clarified a few of the categories.

- **Service Hours:** In the past, requirements for service hours had been very strict. This year, administration time is being taken into account. Generally applicants should demonstrate 25 hours of service a week. Ancillary issues may slightly increase or decrease the number of hours. Applicants should be scored on a case by case basis.

- Trainings: ADOT and the City of Phoenix have made training resources available. He suggested Committee members review closely any applicant answering with “N/A”. He said agencies may not be aware of the new online driver training. Ms. St. Peter said all agencies have had an opportunity to attend the two Transportation Ambassador Program (TAP) meetings held. The first meeting was held at MAG and the second was held in Mesa. Both offered great training opportunities
- Financial management capacity: Mr. Kiely cautioned Committee members to look for extremes in budget. Red flags might be budgets under or over \$10,000. Lower budgets could be due to volunteer drivers which can keep costs low. High budgets could indicate high maintenance costs, driver salaries, and vehicle insurance. Additional questions should be asked during panel interviews.
- Rating sheet: The first page is intended as a worksheet for each agency. The second page is the cumulative scores each Committee member can send in to MAG.

Ms. Gaisthea said the Committee has, in the past, elected to conduct agency interviews before developing the final priority ranking. She asked for feedback on whether the committee would like to conduct interviews this year. Mr. Dudley said it was helpful to speak with an agency on questions regarding their application in person. Ms. Miller also agreed agency interviews are a helpful source of information with the ranking process.

Chair Fischbach called for a motion to conduct agency interviews for the 2009 application process. Ms. Miller made a motion to approve agency interviews as submitted. Kristen Taylor, City of Avondale, seconded the motion. The motion passed unanimously.

8. Comments from the Committee

Mr. Dudley inquired if applicants from Pinal County can apply for funding in the MAG region as well as in their region. Mr. Kiely said agencies can apply to both regions if they are applying for separate vehicles. Ms. St. Peter noted no other arrangements have been made with any other Council of Government to provide services. She added the interview time can be used as a time to clarify if the award will be used to provide service in the MAG region only.

Mr. Dudley asked if fundraising events can be applied toward the match when determining the financial and management capability of an agency. Ms. St. Peter said an annual fundraiser with a proven track record could be considered for the match, although the estimated revenue might need to be decreased from previous years given the state of the economy. A new untested fundraiser generally should not be considered a reliable funding source for the match. This situation has occurred in

the past and the agency could not meet the raise the match needed to receive the award.

Mr. Dudley asked what kind of oversight has been given to the training programs if any. Mr. Kiely replied there has been very little capability to provide oversight at this time. He said the on-line driver training program offers an additional opportunity for agencies to receive standardized training and can be made mandatory however; there are still a few agencies that have limited internet capability. He added agencies are encouraged to look for additional certified training resources and not wait on ADOT to provide the training needed.

Mr. Bretz asked if there is any oversight on vehicle maintenance. Mr. Kiely said there is oversight of vehicle maintenance in terms of a required annual inspection. He said the information available is not specific to the application process. Mr. Bretz inquired about pre/post trip maintenance inspections in addition to the vehicle inspections. Mr. Kiely advised there are policies and procedures in place for preventative maintenance. Ms. Miller asked if a compliance summary sheet can be made available for next year. Ms. St. Peter advised a list of agencies not in compliance can be provided for the next meeting.

The meeting adjourned at 10:46 a.m.