



Utah's Large Urbanized Areas

Ogden-Layton, Provo-Orem, and Salt Lake City-West Valley City

Program Management Plan

Federal Transit Administration Section 5310
Enhanced Mobility of Seniors and Individuals with Disabilities

20 January 2015

This program management plan (PMP) was developed by the Utah Transit Authority with guidance from the Grant Management Advisory Team (GMAT), input from the regional and local mobility councils and the general public. The Utah Transit Authority (UTA) would like to acknowledge agency participation of the GMAT:

Bear River Regional Access and Mobility Council

Mountainland Association of Governments (MAG)

Salt Lake County Mobility Council

Utah County Mobility Council

UTA Coordinated Mobility Manager

UTA Grant Administration Department

UTA Strategic Planning

Wasatch Front Regional Council (WFRC)

Weber/Davis Mobility Council

Nondiscrimination in Projects, Programs or Activities Federally Funded

The Federal Transit Laws, 49 U.S.C. 5332(b), provide that "no person in the United States shall on the grounds of race, color, religion, national origin, sex, or age be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any project, program or activity funded in whole or in part through financial assistance under this Act." This applies to employment and business opportunities and is considered to be in addition to the provisions of Title VI of the Civil Rights Act of 1964. Any person who believes that he/she have been discriminated against in violation of Federal Transit Laws, 49 U.S.C. 5332(b), may file a complaint with UTA's Civil Rights Department at 801-287-3535, for a complaint form please contact the Manager of Civil Rights Compliance at 801-287-3535.

Any person who believes that he or she have discriminated against may file a complaint with UTA's Civil Rights Department, for a complaint forms and advice, please contact UTA's Manager of Civil Rights Compliance at 801-287-3535.

Title VI Nondiscrimination

Pursuant to Title VI of the Civil Rights Act of 1964 and related laws and regulations, the Utah Transit Authority (UTA) will not exclude from participation in, deny the benefits of, or subject to discrimination anyone on the grounds of race, color, or national origin in the provision of public transportation services, programs, and activities.

Any person who believes that his/her Title VI and nondiscrimination rights have been violated may file a complaint with UTA's *Civil Rights Department*. For Title VI complaint forms and advice, please contact UTA's *Title VI Compliance Officer* at 801-741-8871.

Americans with Disabilities Act (ADA)

Materials can be provided in alternative formats by calling the UTA ADA Compliance Officer at 801-287-3536. UTA's dedicated TDD number (287-4657) has been discontinued. If you are deaf or hearing impaired and use either a teletypewriter (TTY) or computer equipment with TTY capability to place your telephone calls, dial 711 (Relay Utah) then give the Relay operator the number for UTA: 743-3882. Calls are also accepted using the video relay services, if you have equipment available.

Limited English Proficiency (LEP)

Vital documents can be provided in alternative languages by calling the *Title VI Compliance Officer* at 801-741-8871.

Questions?

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Chapter I - Introduction

The Federal Transit Administration (FTA) provides financial assistance, through designated recipients, through a number of programs to support and to develop transportation systems for the public. FTA requires that designated recipients adopt policies and procedures to be used in administering the FTA grant programs and to develop a program management plan describing the designated recipient's policies and procedures for the program. This PMP was developed under the guidance provided in Circular 9070.1G: 49 USC § 5310, *Enhanced Mobility of Seniors and Individuals with Disabilities Program Guidance and Application Instructions*, dated June 6, 2014.

This Program Management Plan (PMP) describes the Utah Transit Authority's (UTA) policies and procedures for administering FTA's 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program in Utah's large urbanized areas. This document includes UTA's 5310 program objectives, policies, procedures, and administrative requirements, and is readily accessible to potential subrecipients, recipient staff, FTA, and the public. This PMP's primary purposes are to serve as the basis for FTA to perform recipient-level management reviews of the program, and to provide public information on UTA's administration of the Section 5310 program. Development of this PMP has been done in the context of the local planning processes. Contents of this PMP, such as coordination of service, project selection criteria, and method of distributing funds, has been coordinated with the Transportation Improvement Program (TIP).

The passage of MAP-21 (Moving Ahead for Progress in the 21st Century) in July 2012 incorporated the New Freedom program (49 USC§ 5317 under SAFETEA-LU) into the updated 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program. The purpose of the 5310 program under MAP-21 is to enhance mobility for seniors and persons with disabilities by providing funds for programs to serve the special needs of transit-dependent populations beyond traditional public transportation services and Americans with Disabilities Act (ADA) complementary paratransit services. Additionally, under MAP-21, funds are now allocated directly to the large urbanized areas.

As a result of the MAP-21 changes, in 2013 the Governor of Utah designated UTA as the recipient for FTA 5310 funds in the Ogden-Layton, Provo-Orem, and Salt Lake City-West Valley City large urbanized areas (refer to Appendix A).

The Ogden-Layton area consists of portions of –

- Box Elder County - Bear River Association of Governments (BRAG) planning region
- Davis County - Wasatch Front Regional Council (WFRC) planning region
- Weber County - WFRC planning region

The Salt Lake City-West Valley City area consists of portions of -

- Salt Lake County - WFRC planning region
- The Provo-Orem area consists of portions of –
- Utah County – Mountainland Association of Governments (MAG) planning region

UTA was established in 1970 as a local district political subdivision of the State of Utah. Oversight of UTA is exercised by a 16-member Board of Trustees, the majority of which are appointed by elected officials of the constituent members of the transit district. UTA provides public transit services throughout the Wasatch Front that includes the three large urbanized areas.

49 USC § 5310 Statutory Authority

AUTHORIZING LEGISLATION. The Moving Ahead for Progress in the 21st Century Act (MAP-21) (Public Law 112-141), signed into law on July 6, 2012, with an effective date of October 1, 2012, authorizes funding for federal surface transportation programs for fiscal years (FY) 2013 and 2014. Most of the federal transit provisions of MAP-21 are codified in chapter 53 of title 49, United States Code.

Title 49 U.S.C. 5310 authorizes the formula assistance program for the Enhanced Mobility of Seniors and Individuals with Disabilities Program and provides formula funding to states and designated recipients (recipients) to improve mobility for seniors and individuals with disabilities.

This program provides grant funds for capital and operating expenses to recipients for:

- a. Public transportation projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable;
- b. Public transportation projects that exceed the requirements of the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.);
- c. Public transportation projects that improve access to fixed-route service and decrease reliance on complementary paratransit; and
- d. Alternatives to public transportation projects that assist seniors and individuals with disabilities with transportation.

Funds are authorized by 49 U.S.C. 5310 and are subject to annual appropriations. Section 5310 funds are available for obligation during the fiscal year of apportionment plus two additional years. Thus, for example, funds apportioned in FY 2013 are available until the end of FY 2015 (September 30, 2015). Any funds remaining unobligated at the end of the period of availability are added to the next year's program apportionment and are reapportioned among all areas. Section 5310(b) provides that of the amounts apportioned to designated recipients, not less

than 55 percent shall be available for traditional Section 5310 projects—those public transportation capital projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate. Further, the law provides that a recipient may allocate the funds apportioned to it to:

- a. A private nonprofit organization; or
- b. A state or local governmental authority that:
 - (1) is approved by a state to coordinate services for seniors and individuals with disabilities; or
 - (2) certifies that there are no nonprofit organizations readily available in the area to provide the service.

These provisions, found at 49 U.S.C. 5310(b)(1) and (b)(2), essentially maintain the status quo for traditional Section 5310 projects and the eligible subrecipients for traditional Section 5310 projects.

Eligible subrecipients for other eligible Section 5310 activities include a state or local governmental authority, a private nonprofit organization, or an operator of public transportation that receives a Section 5310 grant indirectly through a recipient. The code assigned to the Section 5310 program in the Catalogue of Federal Domestic Assistance is 20.513.

5310 Program Transition in Utah's Large Urbanized Areas

Under SAFETEA-LU the 5310 Elderly Individuals and Individuals with Disabilities and 5317 New Freedom programs were administered by the Utah Department of Transportation (UDOT). UDOT continues to manage both the 5310 and 5317 programs funded under SAFETEA-LU. UDOT will continue to manage all 5310 through close-out of the contracts executed for grants awarded by UDOT thru FTA FY 12 funding under SAFETEA-LU. As the new designated recipient for 5310 funds in Utah's large urbanized areas, UTA will administer the 5310 program and conduct an area-wide competitive selection process to distribute MAP-21 5310 funding beginning with FTA FY 13 funds.

Program Management Plan Revisions

This PMP, approved by FTA, is on file with the FTA Region 8 Office. UTA will ensure that the PMP reflects current requirements of the 5310 Program Guidance. This approved PMP remains valid until –

1. FTA approves a revised plan submitted by UTA;
2. an FTA designated recipient management review results in a specific request to UTA by FTA for a revised PMP; or
3. FTA announces significant new program documentation requirements.

When UTA proposes significant revisions to the PMP they will give an opportunity to comment, at the minimum, to potential subrecipients of assistance, potential service providers, other government agencies and representatives of other funding sources, and any relevant government associations and professional organizations.

Public Involvement on the Program Management Plan

The public was provided opportunity to provide feedback on the UTA 5310 Program Management Plan. Comments were solicited by the mobility manager at the Wasatch Front Regional Council. Email notification was sent to all in their mobility contact database. The draft plan was also presented at each Local Coordinating Council and to the UTA 5310 Grant Management Advisory Team and was posted on the regional coordinated mobility website wasatchrides.weebly.com. The plan is also posted on rideuta.com

Definitions

Aging Population: See “Senior.”

Americans with Disabilities Act (ADA) is Public Law 336 of the 101st Congress, enacted July 26, 1990 (42 U.S.C. 12101 et seq.), and later amended January 1, 2009. The ADA prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state, and local government services, public accommodations, commercial facilities, and transportation.

Association of Governments are voluntary organizations of local governments created to facilitate intergovernmental cooperation and to insure the orderly and harmonious

coordination of federal, state, and local programs for the solution of mutual problems of the region.

Capital Expense means an expenses directly related to the acquisition, construction, and improvement of facilities or equipment used for public transportation purposes, including, but not limited to, vehicles and related equipment.

Chief Executive Officer of a State means the Governor of any of the 50 States or Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the U.S. Virgin Islands, the Mayor of the District of Columbia, or his/her designee.

Community Transportation means transportation services provided by or on behalf of a human service agency to provide access to agency services and/or to meet the basic, day-to-day mobility needs of transportation-disadvantaged populations, especially individuals with disabilities, older adults, and people with lower income.

Coordinated Plan: See “Locally Developed, Coordinated Public Transit-Human Services Transportation Plan.”

Designated Recipient: An entity designated, in accordance with the planning process under sections 5303 and 5304 of title 49, United States Code, by the governor of a state, responsible local officials, and publicly owned operators of public transportation, to receive and apportion amounts under 49 U.S.C. 5336 to urbanized areas of 200,000 or more in population; or a state or regional authority, if the authority is responsible under the laws of a state for a capital project and for financing and directly providing public transportation.

Disability: The term disability has the same meaning as in section 3(1) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). The term “disability” means, with respect to an individual -

- (A) a physical or mental impairment that substantially limits one or more major life activities of such individual;
- (B) a record of such an impairment; or
- (C) being regarded as having such an impairment.

Equipment: An article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of the capitalization level established by the governmental unit for financial statement purposes, or \$5,000. Equipment includes rolling stock and all other such property used in the provision of public transit service.

Grant: An award of financial assistance, including a cooperative agreement, in the form of money, or property in lieu of money, by the federal government to an eligible recipient or recipients. Used interchangeably with grant agreement.

Human Service Transportation: Transportation services provided by or on behalf of a human service agency to provide access to agency services and/or to meet the basic, day-to-day mobility needs of transportation-disadvantaged populations, especially individuals with disabilities, seniors, and people with low incomes.

Individual With a Disability means an individual who, because of illness, injury, age, congenital malfunction, or other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use effectively, without special facilities, planning, or design, public transportation service or a public transportation facility. 49 U.S.C. 5302(a)(5).

Job Access and Reverse Commute Program (JARC) means the FTA formula grant program under SAFETEA-LU for projects relating to the development and maintenance of transportation services designed to transport welfare recipients and eligible low-income individuals to and from jobs and activities related to their employment, and for public transportation projects designed to transport residents of urbanized areas and nonurbanized areas to suburban employment opportunities. 49 U.S.C. 5316. This program was eliminated under MAP-21.

Large Urbanized Area: An urbanized area (UZA) with a population of 200,000 or more individuals, as determined by the Bureau of the Census.

Local Government Agency includes a political subdivision of a state; an authority of at least one state or political subdivision of a state; an Indian tribal government; and a public corporation, board, or commission established under the laws of a state.

Locally Developed, Coordinated Public Transit-Human Services Transportation Plan (Coordinated Plan) means a plan that identifies the transportation needs of individuals with disabilities, older adults, and people with low incomes; provides strategies for meeting those local needs; and prioritizes transportation services for funding and implementation. Projects eligible for the 5310 funding must be included in the coordinated plan. The coordinated plan must be locally developed and approved through a process that includes participation by seniors, individuals with disabilities, representatives of public, private, nonprofit transportation and human services providers, and other members of the public.

Long Range Plan (LRP) is Utah's thirty-year plan for state transportation facilities in rural areas. The LRP process provides continuing, comprehensive and collaborative intermodal rural transportation planning that facilitates the efficient, economic movement of people and goods in rural areas of the state.

Master Agreement: The FTA official document containing FTA and other cross-cutting federal requirements applicable to the FTA recipient and its project(s). The master agreement is generally revised annually in October. The master agreement is incorporated by reference and made part of each FTA grant, cooperative agreement, and amendment thereto.

Metropolitan Planning Organization (MPO): The policy board of an organization designated in cooperation with the state and public transportation operators to carry out the metropolitan planning process, including development of long-range transportation plans and Transportation Improvement Programs (TIP) for metropolitan regions of a State or States.

Mobility Management consists of short-range planning and management activities and projects for improving coordination among public transportation and other transportation-service providers carried out by a recipient or subrecipient through an agreement entered into with a person, including a government entity, under 49 U.S.C. Chapter 53 (other than Section 5309). Mobility management does not include operating public transportation services.

Net Project Cost: The part of a project that reasonably cannot be financed from operating revenues (i.e., farebox recovery).

New Freedom Program means the FTA formula grant program under SAFETEA-LU for new public transportation services and public transportation alternatives beyond those required by the Americans with Disabilities Act of 1990 (ADA) (42 U.S.C.12101 et seq.) that assist individuals with disabilities with transportation, including transportation to and from jobs and employment support services. 49 U.S.C. 5317. This program was eliminated under MAP-21.

Nonprofit Organization: A corporation or association determined by the Secretary of the Treasury to be an organization described by 26 U.S.C. 501(c) which is exempt from taxation under 26 U.S.C. 501(a) or one which has been determined under state law to be nonprofit and for which the designated state agency has received documentation certifying the status of the nonprofit organization.

Older Adults: See "Senior."

Operating Expenses: Those costs necessary to operate, maintain, and manage a public transportation system. Operating expenses usually include such costs as driver salaries, fuel, and items having a useful life of less than one year.

Other than Urbanized (Nonurbanized) Area means any area outside of an urbanized area. The term “nonurbanized area” includes rural areas and urbanized areas under 50,000 in population not included in an urbanized area.

Paratransit means comparable transportation service required by the ADA for individuals with disabilities who are unable to use fixed-route public transportation systems.

Pre-award Authority means authority given under specific and limited circumstances to incur costs for eligible projects before a grant is made without prejudice to possible Federal participation in the cost of the project(s). Applicants must comply with all Federal requirements. Failure to do so will render a project ineligible for FTA financial assistance.

Program of Projects means a list of projects to be funded in a grant application submitted to FTA by a recipient. The program of projects (POP) lists the subrecipients and indicates whether they are private non-profit agencies or local governmental authorities, designates the areas served (including rural areas), and identifies any tribal entities. In addition, the POP includes a brief description of the projects, total project costs, Federal share for each project, and the amount of funds used for program administration from the 10 percent allowed.

Public Transportation: Regular, continuing shared-ride surface transportation services that are open to the general public or open to a segment of the general public defined by age, disability, or low income, and does not include: intercity passenger rail transportation provided by Amtrak, intercity bus service, charter bus service, school bus service, sightseeing service, courtesy shuttle service for patrons of one or more specific establishments, or intraterminal or intrafacility shuttle services.

Recipient: For purposes of this circular, a designated recipient or a state that receives a grant under Section 5310 directly.

Regional Transportation Plan (RTP) is the urbanized areas’ fiscally constrained plan for highway, transit, and other facility improvements designed and programmed to meet the growth in projected travel demand over the next several decades. Developed in accordance with federal guidelines and requirements, the RTP includes transportation facilities improvements identified by region-wide planners, engineers, elected officials, various interest groups, transportation agencies, stakeholders, and the general public

through an extensive planning process. The RTP is required by federal law to be updated every four years.

Rural Area: An area encompassing a population of fewer than 50,000 people that has not been designated in the most recent decennial census as an urbanized area by the Secretary of Commerce.

Senior: An individual who is 65 years of age or older.

Small Urbanized Areas: A UZA with a population of at least 50,000 but less than 200,000, as determined by the Bureau of the Census.

Statewide Transportation Plan (STP) is Utah's thirty-year plan for state transportation facilities in urban and rural areas. In rural areas, UDOT prepares the Long Range Transportation Plan (LRP). In urban areas (50,000 or more inhabitants) the Metropolitan Planning Organizations prepare the Regional Transportation Plans (RTPs). The STP process provides continuing, comprehensive and collaborative intermodal statewide transportation planning that facilitates the efficient, economic movement of people and goods in all areas of the state, including metropolitan areas.

Subrecipient: A state or local governmental authority, a private nonprofit organization, or an operator of public transportation that receives a grant under Section 5310 indirectly through a recipient.

Traditional Section 5310 Projects: Those public transportation capital projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable.

Transportation Coordinating Committee (Trans COM) serves as the policy advisory body to the Regional Council on short range transportation planning and programming. Trans Com provides recommendations to the Regional Council regarding the region's Transportation Improvement Program (TIP).

Transportation Improvement Plan (TIP) is a six-year program of highway and transit projects for the urbanized areas. It is a compilation of projects from the various federal, state, and local funding programs for all the cities and counties in the Region, as well as for the Utah Department of Transportation (UDOT) and the Utah Transit Authority (UTA). Projects included in the program will implement the Long Range Highway and

Transit Plans for the Region, help meet the short range needs of the area, and provide for the maintenance of the existing transportation system.

Unified Transportation Plan provides a summary of anticipated 30-year needs for road capacity and maintenance as well as transit improvements and operations for Utah's metropolitan and rural areas. The Unified Plan reflects Utah's approach to providing transportation choices to its residents, responding to the anticipated population and job growth, and maintaining and preserving the systems that we have in place.

Urbanized Area (UZA): An area encompassing a population of not less than 50,000 people that has been defined and designated in the most recent decennial census as an urbanized area by the Secretary of Commerce.

Chapter 2 – Program Goals and Objectives

The goal of the Section 5310 program is to improve mobility for seniors and individuals with disabilities throughout the country by removing barriers to transportation services and expanding the transportation mobility options available. Toward this goal, FTA provides financial assistance for transportation services planned, designed, and carried out to meet the special transportation needs of seniors and individuals with disabilities in all areas—large urbanized, small urbanized, and rural. The program requires coordination with other federally assisted programs and services in order to make the most efficient use of federal resources.

UTA’s overall mission and vision have been adopted by the GMAT to guide the 5310 large urbanized program.

Mission: Strengthen and connect communities enabling individuals to pursue a fuller life with greater ease and convenience by leading through partnering, planning, and wise investment of physical, economic, and human resources.

Vision: Provide an integrated system of innovative, accessible and efficient public transportation services that contribute to increased access to opportunities and a healthy environment for all people of the Wasatch region.

UTA 5310 Program Goals and Objectives

The goals of the 5310 large urbanized program are to improve mobility for seniors and individuals with disabilities by removing mobility barriers and expanding mobility options. Guided by the 2013 Wasatch Mobility Plan and with input from BRAG, MAG, WFRC, and the local mobility councils, GMAT has developed the following objectives for the 5310 large urbanized program:

Direct Funding

The objective of the direct funding is to provide administrative and regional support to the 5310 program.

1. 5310 Large Urbanized Program Administration
2. Mobility Management

Competitive Funding

The objective of the competitive funding is to promote efficient and effective use of the 5310 program funds to further mobility solutions for seniors and persons with disabilities.

Category 1 - Traditional 5310 Projects: capital investment in vehicles, equipment, preventive maintenance, mobility management, and technology. Single agencies or partnerships are eligible to apply.

Category 2 - Regional projects: capital and/or operating assistance for regional projects including vehicle pools, scheduling and reporting software, insurance, and maintenance. Single agencies or partnerships are eligible to apply.

Category 3 - Partnership Projects: capital and/or operating assistance for coordinated projects between two or more agencies including vehicles, equipment, preventive maintenance, technology, volunteer programs, driver salaries, vehicle insurance, vehicle maintenance, fuel, and voucher programs. Partnerships, only, are eligible to apply.

Category 4 - Single Agency Projects: capital and/or operating assistance for projects including volunteer programs, driver salaries, vehicle insurance, vehicle maintenance, fuel, and voucher programs. Single agencies, only, are eligible to apply.

Federal 5310 Program Goals and Objectives

The goals of the 49 USC § 5310, *Elderly Individuals and Individuals with Disabilities Program* are to improve mobility for seniors and individuals with disabilities. The program requires coordination with other Federally-assisted programs and services in order to make the most efficient use of Federal resources. This program provides funds to:

1. Serve the special needs of transit-dependent populations beyond traditional public transportation service, where public transportation is insufficient, inappropriate, or unavailable;
2. Projects that exceed the requirements of the Americans with Disabilities Act (ADA) act;
3. Projects that improve access to fixed route service and decrease reliance on complementary paratransit; and
4. Projects that are alternatives to public transportation.

Long Range Planning

UTA and the local mobility councils are collaborating with the MPOs to integrate the coordinated human services transportation planning process into the Regional Transportation Plans (RTP) in the urbanized areas and the Statewide Transportation Plan in the rural areas.

The Regional Transportation Plans and Statewide Transportation Plan are the urbanized and rural areas' fiscally constrained plans for highway, transit, and other facility improvements designed and programmed to meet the growth in projected travel demand over the next several decades. The plans are developed in accordance with federal guidelines and requirements, and include transportation facilities improvements identified by region-wide planners, engineers, elected officials, various interest groups, transportation agencies, stakeholders, and the general public through an extensive planning process. This process, along with the steps used to develop the RTPs and STP, are documented and supported with analysis and evaluation methods that help determine the best transportation improvements for a limited amount of funding. Estimated costs for each highway and transit project are also documented and all social, economic, and environmental impacts and benefits of the RTPs and STP are also listed and supported with available data. The Coordinated Plan, RTP, and STP are updated together every four years.

The transportation improvement program (TIP) is a prioritized, financially constrained four-year program of federally supported projects addressing the most immediate implementation priorities from the RTP. The TIP is developed and adopted by the MPO as part of the MPO planning process, thereby representing the consensus of state and local decision makers for allocating funds among the various capital and operating needs of the area.

Under federal law, the TIP:

- a. Covers a minimum four-year period of investment and is updated at least every four years;
- b. Is realistic in terms of available funding (known as a fiscally constrained TIP) and is not just a "wish list" of projects;
- c. Is incorporated into the statewide transportation improvement program (STIP); and
- d. Has projects that are drawn from, or consistent with, the RTP.

The statewide transportation improvement program (STIP) is a statewide prioritized, financially constrained four-year program of federally supported projects that is consistent with the statewide long-range transportation plan, RTPs, and TIPs. Joint approval by FTA and FHWA of the STIP renders the projects, programs, and strategies contained eligible for funding under FTA and FHWA programs.

Chapter 3 – Roles and Responsibilities

UTA

Management of the 5310 large urbanized program is a joint effort between FTA, the UTA, the GMAT, BRAG, MAG, WFRC, and the local mobility councils to promote the efficient use of grant funds and to ensure their fair and equitable distribution.

FTA headquarters in Washington, DC: FTA headquarters serves a broad, program level role in the administration of the program.

FTA Region 8: FTA Region 8 has the day-to-day responsibility for administration of the program.

Utah Transit Authority (UTA): UTA was designated by the Governor of Utah to have the principal authority and responsibility for administering the Section 5310 program.

Grant Management Advisory Team (GMAT): The Grant Management Advisory Team is representative of the diverse stakeholders participating in the local coordination efforts. The GMAT serves in an advisory capacity to the UTA 5310 large urbanized grant program. GMAT is comprised of UTA, MPO, and local coordinating council representatives.

MPOs/AOGs: BRAG, MAG, and WFRC are primarily responsible for the Transportation Improvement Programs, Coordinated Human Services Transportation Plans, Regional Transportation Plans, and related portions of the Statewide Transportation Improvement Program, and Statewide Transportation Plan.

Local/Regional Mobility Councils: The mobility councils include participation from seniors, individuals with disabilities, representatives of public, private, nonprofit transportation and human services providers. The mobility councils provide a forum for discussion of mobility needs and resources, development of coordination projects, and sharing of technical resources. The mobility councils are integral in the development of the coordinated plans.

Agency Roles and Responsibilities

	FTA Headquarters (DC)	FTA Region 8	UTA	GMAT	BRAG/MAG/WFRC	Local Mobility Councils
Coordinated Planning						
plan for future transportation needs (RTP, STP, and UTP)			ADV	ADV	RP	ADV
plan for future transit needs			RP	ADV	ADV	ADV
ensure integration/coordination among diverse transportation modes/providers			RP	ADV	ADV	ADV
develop and approve the coordinated plan			ADV	FA	RP	ADV
ensure the coordinated plan is in compliance with FTA regulations			RP	ADV	ADV	ADV
Program Management Plan						
provide overall policy and program guidance	RP					
develop and implement financial management procedures	RP					
initiate and manage program support activities	RP					
manage Region 8 grants		RP				
develop/update the Program Management Plan (PMP)			RP	FA	ADV	ADV
develop/update the program goals and objectives			RP	FA	ADV	ADV
finalize draft PMP			RP			
PMP for review to stakeholders and public			RP	ADV	ADV	ADV
review PMP and incorporate public comments			RP	ADV	ADV	ADV
prepare final draft PMP to submit to FTA for review			RP			
Oversee the implementation of projects prioritized in the coordinated plan		RP				
review and approve PMP		RP				
post PMP on UTA website and make available in alternative formats			RP			
Competitive Grant Process (CGP)						
develop/update the CGP			RP	FA	ADV	ADV
prepare final draft of the CGP			RP			
CGP for review to stakeholders and public			RP	ADV	ADV	ADV
review CGP and incorporate public comments			RP	ADV	ADV	ADV
post CGP on UTA website and make available in alternative formats			RP			
Grant Application Guide (GAG)						
develop/update the GAG			RP	FA	ADV	ADV
develop project selection criteria consistent with coordinated planning process			RP	FA	ADV	ADV
prepare final draft of the GAG			RP			
GAG for review to stakeholders and public			RP	ADV	ADV	ADV
review GAG and incorporate public comments			RP	ADV	ADV	ADV
post GAG on UTA website and make available in alternative formats			RP			

RP - Responsible party

ADV - Advisory role

FA - Final approval

Agency Roles and Responsibilities

	FTA Headquarters (DC)	FTA Region 8	UTA	GMAT	BRAG/MAG/WFRC	Local Mobility Councils
Competitive Grant Cycle						
apportion funds annually to the recipients	RP					
identify funding levels by category			RP	FA	ADV	ADV
present funding levels by category to MPO/AOG Councils for review/comment					RP	
notify eligible local entities of funding availability			ADV	ADV	RP	ADV
facilitate grant/coordination workshops			RP	ADV	RP	ADV
manage application process and provide technical assistance			ADV	ADV	RP	ADV
review applicant and project eligibility			ADV	RP	ADV	ADV
distribute applications to relevant mobility council staff			ADV	ADV	RP	ADV
review and prioritize applications			ADV	ADV	ADV	RP
forward prioritized applications to GMAT					RP	
review prioritized applications and process to ensure compliance			ADV	RP	ADV	ADV
forward prioritized applications to UTA for funding				RP		
certify that all projects are included in the coordinated plan			RP	FA	ADV	ADV
certify that to the maximum extent feasible, services are coordinated			RP	FA	ADV	ADV
certify eligibility of applicants and project activities			RP			
certify that allocations of grants are distributed on a fair and equitable basis			RP			
ensure 55% of the apportionment is used for traditional Section 5310 projects			RP	FA	ADV	ADV
fund prioritized projects			RP	FA	ADV	
Grant Award						
enter annual program of projects (POP) and grant application into TEAM			RP			
review and approve designated recipient grant applications		RP				
obligate funds		RP				
notify GMAT, BRAG, MAG, and WFRC of funded projects			RP			
notify applicants of funded and non-funded projects			RP			
publish awarded projects and funding levels on UTA website			RP			
update the TIP					RP	
review and approve grant applications		RP				
obligate funds and monitor grants		RP				
negotiate contracts with subrecipients			RP			
procure vehicles			RP			

ADV - Advisory role

FA - Final approval

RP - Responsible party

Agency Roles and Responsibilities

	FTA Headquarters (DC)	FTA Region 8	UTA	GMAT	BRAG/MAG/WFRC	Local Mobility Councils
Grant Compliance						
conduct national program reviews and evaluations	RP					
oversee the direct recipient's implementation of the annual program		RP				
oversee the direct recipient's revisions to the POP		RP				
receive designated recipient certifications		RP				
provide technical assistance, advice, and guidance to the designated recipient		RP				
perform designated recipient management reviews every three years, or as circumstances warrant, and other reviews as necessary		RP				
ensure compliance with Federal requirements by subrecipients			RP			
provide technical assistance to subrecipients			RP			
monitor subrecipient FTA reporting			RP			
compile reports and forward to FTA			RP			
process subrecipient invoices			RP			
monitor local project activity			RP			
Perform triennial reviews every three years or as circumstances warrant, and other reviews as necessary.			RP			
oversee project audit and closeout			RP			

ADV - Advisory role

FA - Final approval

RP - Responsible party

Chapter 4 – Coordination

UTA coordinates with other stakeholders and supports coordination at the project level through participation in the GMAT and mobility councils, through collaboration with BRAG, MAG, and WFRC, and through outreach to the public and private sector. UTA is responsible for certifying that, in accordance with MAP-21, projects selected for funding under this program are included in a locally developed, coordinated public transit-human services transportation plan and the plan was developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, nonprofit transportation and human services providers, and other members of the public.

Mobility Councils

Mobility coordination councils provide a forum for discussion of mobility needs and resources, development of coordination projects, and sharing of technical resources. Local mobility councils serve Davis, Salt Lake, Utah, and Weber counties. Council membership includes seniors, individuals with disabilities, representatives of public, private, nonprofit transportation and human services providers, and other members of the public.

Coordinated Public Transit-Human Services Transportation Plan

49 U.S.C. 5310 requires preparation of a locally developed, coordinated public transit- human services transportation plan (coordinated plan) for all FTA human service transportation programs. The coordinated plan is required to be developed and approved through a process that includes participation by seniors; individuals with disabilities; representatives of public, private, and nonprofit transportation and human service providers; and other members of the public.

The services funded through the FTA 5310 large urbanized program will be coordinated with transportation services assisted by other federal departments and agencies, including any transportation activities carried out by a recipient of a grant from the Department of Health and Human Services to the maximum extent feasible. The coordinated plan includes:

- a. An assessment of available services that identifies current transportation providers (public, private, and nonprofit);
- b. Assessment of transportation needs for individuals with disabilities, seniors, and people with low incomes;
- c. Strategies, activities, and/or projects to address the identified gaps between current services and needs, as well as opportunities to improve efficiencies in service delivery; and

- d. Priorities for implementation based on resources (from multiple program sources), time, and feasibility for implementing specific strategies and/or activities identified.

The coordinated plan serves as the foundation for the program of projects and is integrated into the metropolitan and statewide transportation planning processes and documents to demonstrate local policy support and federal fund eligibility.

UTA is the responsible agency, in collaboration with the local mobility councils, BRAG, MAG, WFRC, and other stakeholders, for the development of the coordinated plans for Utah's large urbanized areas. Although UTA does not submit the coordinated plans to FTA for review and approval, UTA does certify that projects were selected from this process and are referenced to the plan in the program of projects (POP).

Chapter 5 – Eligibility

Eligible Subrecipients For Traditional Section 5310 Projects

Section 5310(b) provides that of the amounts apportioned to states and designated recipients, not less than 55 percent shall be available for traditional Section 5310 projects—those public transportation capital projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate. Further, the law provides that, for these projects, a recipient may allocate the funds apportioned to it to:

- a. A private nonprofit organization; or
- b. A state or local governmental authority that:
 - (1) is approved by a state to coordinate services for seniors and individuals with disabilities; or
 - (2) certifies that there are no nonprofit organizations readily available in the area to provide the service.

These provisions, found at 49 U.S.C. 5310(b)(1) and (b)(2), essentially maintain the status quo for traditional Section 5310 projects.

Governmental authorities eligible to apply for Section 5310 funds as “coordinators of services for seniors and individuals with disabilities” are those designated by the state to coordinate human service activities in a particular area. Examples of such eligible governmental authorities are a county agency on aging or a public transit provider which the state has identified as the lead agency to coordinate transportation services funded by multiple federal or state human service programs.

Eligible Subrecipients For Other Section 5310 Projects

Eligible subrecipients for other eligible Section 5310 activities include a state or local governmental authority, a private nonprofit organization, or an operator of public transportation that receives a Section 5310 grant indirectly through a recipient.

Private Taxi Operators As Subrecipients

Private operators of public transportation are eligible subrecipients. The definition of “public transportation” includes “... shared-ride surface transportation services ...” Private taxi companies that provide shared-ride taxi service to the general public on a regular basis are operators of public transportation, and therefore eligible subrecipients. “Shared-ride” means two or more passengers in the same vehicle who are otherwise not traveling together. Similar to general public and ADA demand response service, every trip does not have to be shared-ride

in order for a taxi company to be considered a shared-ride operator, but the general nature of the service must include shared rides.

Local (municipal/state) statutes or regulations, or company policy, will generally determine whether a taxi company provides shared-ride or exclusive-ride service. For example, if the local regulation permits the driver to determine whether or not a trip may be shared, the service is not shared-ride. Similarly, if the regulation requires consent of the first passenger to hire a taxi be obtained before the taxi may take on additional riders, the service is not shared-ride. In essence, services that can be reserved for the exclusive use of individuals or private groups, either by the operator or the first passenger's refusal to permit additional passengers, is exclusive-ride taxi service. A recipient should request documentation from the taxi company to ensure the company is providing shared-ride service prior to award in order to determine whether the company qualifies as a subrecipient.

Taxi companies that provide only exclusive-ride service are not eligible subrecipients; however, they may participate in the Section 5310 program as contractors. Exclusive-ride taxi companies may receive Section 5310 funds to purchase accessible taxis under contract with a state, designated recipient, or eligible subrecipient such as a local government or nonprofit organization. The taxi company may hold title to the accessible vehicle(s) as long as the agreement between the state, designated recipient, or subrecipient and the taxi company is sufficient to establish satisfactory continuing control. Acceptable means of establishing satisfactory continuing control could include a state, designated recipient, or subrecipient's lien on the vehicle, or contract provisions that require the accessible taxi to be used to provide transportation for seniors and people with disabilities, and that the vehicle may not be removed from service or disposed of prior to the end of its useful life without the express written consent of the FTA recipient or subrecipient.

Eligible Service Areas

The eligible service areas for this program are defined by Utah's three large urbanized areas:

- Ogden-Layton (Davis and Weber counties, and Brigham City, Perry, and Willard area)
- Provo-Orem (Utah County)
- West Valley City – Salt Lake City (Salt Lake County)

The extent of the areas are illustrated in Appendix A.

Eligible Expenses

Section 5310 funds are available for capital and operating expenses to support the provision of transportation services to meet the specific needs of seniors and individuals with disabilities. In addition to the types of projects eligible under the traditional Section 5310 program and the former New Freedom program, a new eligible activity is public transportation projects that improve access to fixed-route service and decrease reliance by individuals with disabilities on

complementary paratransit. MAP-21 requires that not less than 55 percent of a recipient's Section 5310 funds be available for capital projects that are "traditional" Section 5310 projects. A recipient may use more of its Section 5310 funds for these capital projects, but may not use less.

Program Administration

UTA will utilize up to 10% of its total fiscal year apportionment to fund program administration costs including administration, planning, and technical assistance. These administration costs may be funded at 100 percent federal share. UTA has pre-award authority to incur administrative costs for Section 5310. Refer to Chapter 9 - Recipient Administration, Planning, and Technical Assistance for further information.

Eligible Activities

Section 5310 funds are available for capital and operating expenses to support the provision of transportation services to meet the specific needs of seniors and individuals with disabilities.

In addition to the types of projects eligible under the traditional Section 5310 program and the former New Freedom program, a new eligible activity is public transportation projects that improve access to fixed-route service and decrease reliance by individuals with disabilities on complementary paratransit. MAP-21 requires that not less than 55 percent of a recipient's Section 5310 funds be available for capital projects that are "traditional" Section 5310 projects. A recipient may use more of its Section 5310 funds for these capital projects, but may not use less.

Not less than 55 percent, of the amounts apportioned to UTA, shall be available for traditional Section 5310 projects—those public transportation capital projects planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate.

Eligible projects for the required 55 percent of capital projects include the capital cost of contracting for the provision of transit services for seniors and individuals with disabilities and other specialized shared-ride transportation services. The purchase of rolling stock for or the acquisition of ADA-complementary paratransit service are eligible capital expenses that may also qualify as public transportation capital projects planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate, provided the projects are carried out by eligible subrecipients and these projects are included in the area's coordinated plan.

In addition to the above required capital projects, up to 45 percent of an area's apportionment may be utilized for additional public transportation projects that:

- a. Exceed the ADA minimum requirements,

- b. Improve access to fixed-route service and decrease reliance by individuals with disabilities on ADA-complementary paratransit service, or
- c. Provide alternatives to public transportation that assist seniors and individuals with disabilities with transportation.

Such projects must be targeted toward meeting the transportation needs of seniors and individuals with disabilities, although they may be used by the general public. It is not sufficient that seniors and individuals with disabilities are included (or assumed to be included) among the people who will benefit from the project. FTA encourages projects that are open to the public as a means of avoiding unnecessary segregation of services.

UTA will clearly identify the projects that are part of the required 55 percent capital projects as part of the grant activity line item narrative descriptions. Many projects may be eligible under both the required and optional criteria, but a discrete set of projects that meet the required criteria constituting at least 55 percent of the grant amount, exclusive of administrative expenses, will be identified.

Alternatively, the grant application may assign less than the required 55 percent to such projects if other grants in the same fiscal year utilize more than the required 55 percent, so long as at least 55 percent of the total annual apportionment will be used for required projects. In such cases, a list of the other grants and the funding amounts will be included within the new grant application.

Eligible Expenses - Capital Expenses, Traditional 5310 (55% minimum)

Funds for the Section 5310 program are available for capital expenses to support public transportation capital projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate. Examples of capital expenses that meet the 55 percent requirement, which must be carried out by an eligible recipient or subrecipient, include, but are not limited to:

- a. Rolling stock and related activities for Section 5310-funded vehicles.
 - (1) Acquisition of expansion or replacement buses or vans, and related procurement, testing, inspection, and acceptance costs;
 - (2) Vehicle rehabilitation or overhaul;
 - (3) Preventive maintenance;
 - (4) Radios and communication equipment; and
 - (5) Vehicle wheelchair lifts, ramps, and securement devices.
- b. Passenger facilities related to Section 5310-funded vehicles
 - (1) Purchase and installation of benches, shelters, and other passenger amenities.

- c. Support facilities and equipment for Section 5310-funded vehicles
 - (1) Extended warranties that do not exceed the industry standard;
 - (2) Computer hardware and software;
 - (3) Transit-related intelligent transportation systems (ITS);
 - (4) Dispatch systems; and
 - (5) Fare collection systems.
- d. Lease of equipment when lease is more cost effective than purchase. Note that when lease of equipment or facilities is treated as a capital expense, the recipient must establish criteria for determining cost effectiveness in accordance with FTA regulations, "Capital Leases," 49 CFR part 639 and OMB Circular A-94, which provides the necessary discount factors and formulas for applying the same;
- e. Acquisition of transportation services under a contract, lease, or other arrangement. This may include acquisition of ADA-complementary paratransit services when provided by an eligible recipient or subrecipient as defined in section 5 of this chapter, above. Both capital and operating costs associated with contracted service are eligible capital expenses. User-side subsidies are considered one form of eligible arrangement. Funds may be requested for contracted services covering a time period of more than one year. The capital eligibility of acquisition of services as authorized in 49 U.S.C. 5310(b)(4) is limited to the Section 5310 program;
- f. Support for mobility management and coordination programs among public transportation providers and other human service agencies providing transportation. Mobility management is an eligible capital cost. Mobility management techniques may enhance transportation access for populations beyond those served by one agency or organization within a community. For example, a nonprofit agency could receive Section 5310 funding to support the administrative costs of sharing services it provides to its own clientele with other seniors and/or individuals with disabilities and coordinate usage of vehicles with other nonprofits, but not the operating costs of service. Mobility management is intended to build coordination among existing public transportation providers and other transportation service providers with the result of expanding the availability of service. Mobility management activities may include:
 - (1) The promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, seniors, and low-income individuals;
 - (2) Support for short-term management activities to plan and implement coordinated services;
 - (3) The support of state and local coordination policy bodies and councils;
 - (4) The operation of transportation brokerages to coordinate providers, funding

agencies, and passengers;

- (5) The provision of coordination services, including employer-oriented transportation management organizations' and human service organizations' customer-oriented travel navigator systems and neighborhood travel coordination activities such as coordinating individualized travel training and trip planning activities for customers;
 - (6) The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs; and
 - (7) Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of geographic information systems (GIS) mapping, global positioning system technology, coordinated vehicle scheduling, dispatching and monitoring technologies, as well as technologies to track costs and billing in a coordinated system, and single smart customer payment systems. (Acquisition of technology is also eligible as a standalone capital expense).
- g. Capital activities (e.g., acquisition of rolling stock and related activities, acquisition of services, etc.) to support ADA-complementary paratransit service may qualify toward the 55 percent requirement, so long as the service is provided by an eligible recipient/subrecipient as defined in section 5, above, and is included in the coordinated plan.

Eligible Expenses – Capital and/or Operating (45% maximum)

- a. Up to 45 percent of UTA's annual apportionment may be utilized for:
 - (1) Public transportation projects (capital only) planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable;
 - (2) Public transportation projects (capital and operating) that exceed the requirements of ADA;
 - (3) Public transportation projects (capital and operating) that improve access to fixed- route service and decrease reliance by individuals with disabilities on ADA- complementary paratransit service; or
 - (4) Alternatives to public transportation (capital and operating) that assist seniors and individuals with disabilities with transportation.

Since the 55 percent requirement is a floor, and not a ceiling, the activities listed in section 14, above, are eligible expenses for all funds available to a recipient under

Section 5310. For example, mobility management and ITS projects may be eligible under both categories; the difference to note, in order for the project to qualify toward the 55 percent requirement, is that the project must meet the definition of a capital project, be specifically geared toward the target population, and carried out by an eligible subrecipient, which is limited for this category of projects. The list of eligible activities is intended to be illustrative, not exhaustive. FTA encourages recipients to develop innovative solutions to meet the needs of seniors and individuals with disabilities in their communities and discuss proposed projects with FTA regional staff to confirm eligibility.

- b. Public Transportation Projects that Exceed the Requirements of the ADA. The following activities are examples of eligible projects meeting the definition of public transportation service that is beyond the ADA.

- (1) Enhancing paratransit beyond minimum requirements of the ADA. ADA-complementary paratransit services can be eligible under the Section 5310 program in several ways:
 - a) Expansion of paratransit service parameters beyond the three-fourths mile required by the ADA;
 - b) Expansion of current hours of operation for ADA paratransit services that are beyond those provided on the fixed-route services;
 - c) The incremental cost of providing same day service;
 - d) The incremental cost (if any) of making door-to-door service available to all eligible ADA paratransit riders, but not on a case-by-case basis for individual riders in an otherwise curb-to-curb system;
 - e) Enhancement of the level of service by providing escorts or assisting riders through the door of their destination;
 - f) Acquisition of vehicles and equipment designed to accommodate mobility aids that exceed the dimensions and weight ratings established for wheelchairs under the ADA regulations.,
 - g) Installation of additional securement locations in public buses beyond what is required by the ADA.

- (2) Feeder services. Accessible “feeder” service (transit service that provides access) to commuter rail, commuter bus, intercity rail, and intercity bus stations, for which complementary paratransit service is not required under the ADA.

- c. Public Transportation Projects that Improve Accessibility. The following activities are examples of eligible projects that improve accessibility to the fixed-route system.

- (1) Making accessibility improvements to transit and intermodal stations not designated as key stations. Improvements for accessibility at existing transportation facilities that are not designated as key stations established under 49 CFR 37.47, 37.51, or 37.53, and that are not required under 49 CFR 37.43 as

part of an alteration or renovation to an existing station, so long as the projects are clearly intended to remove barriers that would otherwise have remained. Section 5310 funds are eligible to be used for accessibility enhancements that remove barriers to individuals with disabilities so they may access greater portions of public transportation systems, such as fixed-route bus service, commuter rail, light rail, and rapid rail. This may include:

- a) Building an accessible path to a bus stop that is currently inaccessible, including curbcuts, sidewalks, accessible pedestrian signals, or other accessible features;
- b) Adding an elevator or ramps, detectable warnings, or other accessibility improvements to a non-key station that are not otherwise required under the ADA;
- c) Improving signage or wayfinding technology; or
- d) Implementation of other technology improvements that enhance accessibility for people with disabilities including ITS.

- (2) Travel training. Training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.

d. Public Transportation Alternatives that Assist Seniors and Individuals with Disabilities with Transportation. The following activities are examples of projects that are eligible public transportation alternatives.

- (1) Purchasing vehicles to support accessible taxi, ride-sharing, and/or vanpooling programs. Section 5310 funds can be used to purchase and operate accessible vehicles for use in taxi, ride-sharing, and/or vanpool programs provided that the vehicle meets the same requirements for lifts, ramps, and securement systems specified in 49 CFR part 38, subpart B, at a minimum, and permits a passenger whose wheelchair can be accommodated pursuant to part 38 to remain in his/her personal mobility device inside the vehicle.
- (2) Supporting the administration and expenses related to voucher programs for transportation services offered by human service providers. This activity is intended to support and supplement existing transportation services by expanding the number of providers available or the number of passengers receiving transportation services. Vouchers can be used as an administrative mechanism for payment of alternative transportation services to supplement available public transportation. The Section 5310 program can provide vouchers to seniors and individuals with disabilities to purchase rides, including: (a) mileage reimbursement as part of a volunteer driver program; (b) a taxi trip; or (c) trips provided by a human service agency. Providers of transportation can then submit the voucher for reimbursement to the recipient for payment based on predetermined rates or contractual arrangements. Transit passes or vouchers

for use on existing fixed-route or ADA complementary paratransit service are not eligible. Vouchers are an operational expense which requires a 50/50 (federal/local) match.

- (3) Supporting volunteer driver and aide programs. Volunteer driver programs are eligible and include support for costs associated with the administration, management of driver recruitment, safety, background checks, scheduling, coordination with passengers, other related support functions, mileage reimbursement, and insurance associated with volunteer driver programs. The costs of enhancements to increase capacity of volunteer driver programs are also eligible. FTA encourages communities to offer consideration for utilizing all available funding resources as an integrated part of the design and delivery of any volunteer driver/aide program.
- e. Limits on operating assistance. Given the 55 percent requirement for traditional Section 5310 capital projects, a recipient may allocate up to 45 percent of its apportionment for operating assistance. However, this funding is limited to eligible projects as described in 49 U.S.C. 5310(b)(1)(B-D) and described in this section (b, c, and d), above. Operating assistance for required ADA complementary paratransit service is not an eligible expense.

Chapter 6 – Local Share and Local Funding Requirements

Section 5310 funds may be used to finance capital and operating expenses. The federal share of eligible capital costs shall be in an amount equal to 80 percent of the net cost of the activity. The federal share of the eligible operating costs may not exceed 50 percent of the net operating costs of the activity. Recipients may use up to 10 percent of their apportionment to support program administrative costs including administration, planning, and technical assistance, which may be funded at 100 percent federal share.

The local share of eligible capital costs shall be not less than 20 percent of the net cost of the activity, and the local share for eligible operating costs shall be not less than 50 percent of the net operating costs. The local share may be provided from an undistributed cash surplus, a replacement or depreciation cash fund or reserve, a service agreement with a state or local service agency or private social service organization, or new capital. Some examples of these sources of local match include: state or local appropriations; dedicated tax revenues; private donations; revenue from service contracts; transportation development credits; and net income generated from advertising and concessions. Non-cash share such as donations, volunteered services, or in-kind contributions is eligible to be counted toward the local match as long as the value of each is documented and supported, represents a cost which would otherwise be eligible under the program, and is included in the net project costs in the project budget.

Income from contracts to provide human service transportation may be used either to reduce the net project cost (treated as revenue) or to provide local match for Section 5310 operating assistance. In either case, the cost of providing the contract service is included in the total project cost. No FTA program funds can be used as a source of local match for other FTA programs, even when used to contract for service. All sources of local match must be identified and described in the grant application at the time of grant award.

In addition, the local share may be derived from federal programs that are eligible to be expended for transportation, other than DOT programs, or from DOT's Federal Lands Highway program. Examples of types of programs that are potential sources of local match include: employment, training, aging, medical, community services, and rehabilitation services. Specific program information for other types of federal funding is available at www.unitedwerride.gov.

Exceptions: The federal share may exceed 80 percent for certain projects related to ADA and Clean Air Act (CAA) compliance as follows:

- a. Vehicles: The federal share is 85 percent for the acquisition of vehicles for purposes of complying with or maintaining compliance with ADA (42 U.S.C. 12101 *et seq.*) or the CAA. A revenue vehicle that complies with 49 CFR part 38 may be funded at 85 percent federal share.

- b. Vehicle-Related Equipment and Facilities: The federal share for project costs for acquiring vehicle-related equipment or facilities (including clean fuel or alternative fuel vehicle-related equipment or facilities) for purposes of complying or maintaining compliance with the CAA (42 U.S.C. 7401 *et seq.*), or required by the ADA, is 90 percent. FTA considers vehicle-related equipment to be equipment on and attached to the vehicle.

Chapter 7 – Project Selection Criteria and Method of Distributing Funds

Projection Selection Criteria

The Project Selection Criteria was developed to encourage coordination among providers, to improve resource efficiencies, and to provide for an equitable distribution of Federal funds. In order for a competitive application to be considered for funding, the following criteria must be met:

- a. Application is complete and submitted on time;
- b. applicant is an eligible subrecipient;
- c. confirmation of local match;
- d. project is eligible;
- e. service area is eligible; and
- f. project is derived from the locally developed coordinated human services transportation plan.

Applications deemed eligible for review and ranking will be prioritized for funding by the local mobility councils. Projects will be ranked based on the following criteria:

Project Criteria and Scoring

Evaluation Criteria		Scoring Explanation	Scoring
1	FTA 5310 Coordination Requirement	How does the project address the needs and strategies identified in the 2013 Coordinated Plans? FTA requires that the project address at least one need/strategy. Scoring: 5 points for each need and strategy identified. Maximum award of 20 points.	0-20
2	Commitment to Collaboration	How does the project demonstrate commitment to collaboration? Scoring: 10 points for demonstration of current collaboration. 10 points for a current formal partnership with a letter of commitment. 10 points for a future partnership with a letter of commitment. Maximum award of 30 points	0-30
3	Project Work Plan	How does the work plan address the five required elements - project goals, implementation timeline, project staffing, marketing strategy, and project sustainability? Scoring: A maximum of 4 points for each of the five required elements. Maximum award of 20 points.	0-20
4	Performance Measures	How does the project meet the performance measures set forth by the FTA 5310 program? Traditional 5310 projects 1-Gaps in service filled measured in total number of seniors and persons with disabilities served. 2-Ridership measured in one-way trips. Other section 5310 projects 1-Impact of availability of transportation services measured in geographic coverage, service quality/times, or addition/change to physical infrastructure, technology, or vehicles. 2- Ridership measured in one-way trips. Scoring: 10 points per Performance Measure. Maximum award of 20 points.	0-20
5	Project Letters of Support	Do other Human Service agencies and transportation providers support your project? Scoring: 5 points per letter of support. Maximum award of 15 points.	0-15

Method of Distributing Funds

Pursuant to the §5310 program, using a portion of the appropriated funds, UTA shall conduct a competitive selection process for projects seeking FTA Enhanced Mobility for Seniors and Individuals with Disabilities funds apportioned to the Ogden-Layton, Provo-Orem, and Salt Lake City-West Valley City Urbanized areas. UTA is committed to maximizing resources available under the Enhanced Mobility for Seniors and Individuals with Disabilities program. To eliminate duplicative efforts, UTA coordinates the regional competition for federal Enhanced Mobility for Seniors and Individuals with Disabilities funds with the regional MPOs/AOGs – BRAG, WFRC and MAG and local mobility councils.

Utilizing the project selection criteria and scoring documentation, the local mobility councils for each of the urbanized areas shall review and prioritize the applications. Refer to Chapter 3 - Roles and Responsibilities for further description of the roles of each agency. Representation on the mobility councils shall require a minimum of five stakeholders with a minimum of one representative from the following agency types –

1. Aging services
2. Agency serving persons with disabilities
3. Agency providing services for persons with lower income
4. Agency serving Veterans
5. Citizen member

The GMAT shall review the prioritizations for compliance with the criteria and scoring process.

UTA shall fund the projects and develop the Program of Projects to be submitted to FTA.

Chapter 8 – Annual Program of Projects and Approval Process

UTA will conduct an annual competitive selection process for the 5310 funds for Utah's large urbanized areas in collaboration with BRAG, MAG, WFRC, GMAT, and the local mobility councils. UTA shall review the competitive selection process with GMAT at the conclusion of each annual funding cycle to ensure an effective and equitable process. The competitive process includes –

- a. identification of funding levels (UTA)
- b. notifying eligible local entities of funding availability (UTA)
- c. facilitating grant/coordination workshops (UTA)
- d. soliciting applications (UTA)
- e. reviewing applications for completeness (UTA)
- f. reviewing and prioritizing applications (local mobility councils)
- g. verifying prioritization (GMAT)
- h. awarding funds and negotiating contracts (UTA)
- i. adding the projects to the TIP (MPOs)
- j. developing and submitting POP (UTA)
- k. managing grants and contracts (UTA)

Competitive Process Schedule

Announcement of funding availability – Q4
Grant workshops – Q4
Application review and prioritization – Q1
Grant awards – Q2
Add projects to TIP – June – August
Develop and submit POP – July – August
Negotiate contracts – Q3

Specific dates will be included in each year's announcement of funding availability

Program of Projects

The program of projects (POP) will identify the subrecipients and projects for which UTA is applying to FTA for financial assistance. UTA's annual POP will identify –

1. the total number of subrecipients
2. for each subrecipient -
 - a. the name of the entity receiving the award

- b. agency type (governmental authorities, private non-profit, etc.)
 - c. if the agency is an Indian tribal governments or tribal transit agencies (including both Federally-recognized and other tribal governments);
 - d. amount of the award
 - e. location of the entity receiving the award
 - f. primary location of performance under the award, including the city, state, and congressional district
3. for each project -
- a. a brief description
 - b. project type
 - c. counties served
 - d. any tribal transportation needs served by the project
 - e. whether the project is a capital and/or operating expense
 - f. if the project meets the 55 percent minimum requirement for traditional section 5310 projects
 - g. total project cost and the Federal share
4. confirmation that the program of projects will be consistent with listings contained in the applicable TIP

Categories of Approval

To expedite grant award, UTA will separate projects and funds included in its POP into two different categories provided by FTA, depending on whether all Federal requirements have been met.

Category A: Projects in Category A include those projects that the recipient has certified as having met all the federal statutory and administrative requirements for approval applicable to both the project activities and subrecipients that will carry out those activities. FTA's approval of Category A projects is unconditional upon grant award. When FTA executes the grant, the recipient may start drawing down funds to implement projects in Category A. FTA expects most, if not all, of the projects included in the recipient's POP to be in this category.

Category B: Projects in Category B are those projects the recipient anticipates approving during the current year, but which have not met all of the federal statutory or administrative requirements or are proposed to be implemented by a subrecipient that has not yet met all applicable federal requirements. For example, a major capital project other than vehicle purchase in Category B may be a project that has not yet completed the National Environmental Policy Act (NEPA) process or other federal environmental requirements.

Category B may also include contingency projects that may be funded if any selected project is deleted from the program of projects. However, contingency projects should be shown at the zero funding level and not calculated in the total program costs. When the recipient determines that the necessary federal requirements have been satisfied for a project, FTA's approval of that project becomes unconditional, and the recipient may advance the project to Category A. Cash drawdowns for that project may commence after the recipient advances it to Category A.

Chapter 9 – Recipient Administration, Planning, and Technical Assistance

UTA will utilize up to 10% of its total fiscal year apportionment to fund program administration costs including administration, planning, and technical assistance. These administration costs may be funded at 100 percent federal share. UTA has pre-award authority to incur administrative costs for Section 5310. Because the program is continuously managed, oldest funds available are drawn first regardless of the year of award for program activity.

UTA uses these funds for general administrative and overhead costs, staff salaries, office supplies, development of specifications for vehicles and equipment, and other eligible costs associated with managing the grant programs and providing technical assistance. These activities include:

- Collaboration on grant management guide, application, and selection criteria;
- Conducting site visits and desk reviews;
- Obtaining and updating the required assurances and documentation;
- Assisting MPOs with the coordinated transportation planning process;
- Developing the POP and submitting the POP into TEAM;
- Developing and monitoring the grant agreements with grantees;
- Developing procurement contracts for vehicles and equipment to assist grantees in meeting their procurement needs;
- Coordinating and overseeing grantees' capital procurement processes;
- Overseeing grantees' accounting procedures and records;
- Reviewing grantee's drug and alcohol policies;
- Preparing required reports to FTA;
- Providing technical assistance; and
- Updating Utah's Large Urbanized Areas 5310 Program Management Plan.

Chapter 10 – Transfer of Funds

UTA may utilize transferred FHWA flexible funds. The funds will be treated under the Section 5310 program requirements, with the exception of the local match and the minimum requirement for 55 percent to be spent on traditional Section 5310 projects. The FHWA funds will maintain the FHWA eligible match, including the application of the sliding scale for a higher federal share. The funds are available for obligation by the state for two additional years after the year in which they are transferred.

For transfers of flexible funds to Section 5310, UTA will notify both FHWA and FTA and request FHWA to transfer the funds to the appropriate FTA account. The transfer must be completed prior to grant award.

Chapter 11 – Private Sector Participation

Federal law requires the public to be involved in the transportation planning process, and specifically requires that private providers be provided an opportunity to be consulted in developing transportation plans and programs in urbanized areas. UTA will utilize their Public involvement processes to be proactive and to provide complete information, timely public notice, full public access to key decisions, and opportunities for early and continuing involvement throughout the transportation planning and programming process.

UTA will disseminate information about and solicit input on their 5310 program that is consistent with its adopted Public Participation Plan. Additionally, UTA staffs the local and regional mobility councils which are comprised of both private and public sector agencies. The purpose of the mobility councils is to address the mobility needs of transportation disadvantaged individuals in Utah's large urbanized areas and to further coordination of transportation services. The mobility councils include human service agencies, transit agencies, and advocacy groups, individuals with special transportation needs, school districts, transportation brokers, and human service transportation providers.

UTA will lead the coordinated planning updates in collaboration with the mobility councils, MPOs, and the public. Through public input, UTA will work with the mobility councils to prioritize projects for each urbanized area. UTA also facilitates an annual transportation workshop to further coordination projects and to review the 5310 application and process.

UTA encourages the participation of private providers on the mobility councils, with the coordinated planning process, and as participants in the annual transportation workshops.

While private operators cannot be direct recipients under this program, purchase of service by a recipient of funds under this program is an eligible capital expense and therefore provides opportunities to contract for services with the private sector.

Chapter 12 – Civil Rights

The UTA shall comply with all applicable civil rights statutes and implementing regulations applicable to transit related projects, including 49 U.S. 5332 (Nondiscrimination), Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964 Equal Employment Opportunity (EEO), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA), Disadvantaged Business Enterprise (DBE) program requirements, and DOT policy guidance concerning recipient's responsibilities to Limited English Proficient (LEP persons (FRAC 5010.1D pg. II.8). The UTA shall include these requirements in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties. The UTA has internal agency written policies in place to address compliance with these requirements.

The UTA shall monitor subrecipients to ensure compliance with the requirements of Title VI, Equal Employment Opportunity (EEO), GINA, Disadvantaged Business Enterprise (DBE), Limited English Proficiency (LEP), and the Americans with Disabilities Act of 1990 (ADA) programs. Subrecipients must demonstrate that they understand and have met all of the civil rights requirements as a condition of receipt of funding. The UTA shall require all subrecipients to have internal agency written policies in place to address compliance with these requirements.

1. Nondiscrimination in Federal Transit Programs: The UTA agrees to comply, and assures the compliance of each third party contractor at any tier and each subrecipient at any tier under the Project, with the provisions of 49 U.S.C. 5332 (b). These provisions prohibit discrimination on the basis of race, color, creed, national origin, sex, or age, and prohibit discrimination in employment or business opportunity.
2. Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA): The UTA agrees to comply, and assures the compliance of each third party contractor and each sub-recipient at any tier of the Project, with prohibits genetic information discrimination in employment.
3. Nondiscrimination—Title VI: The UTA agrees to comply, and assures the compliance of each third party contractor and each subrecipient at any tier of the Project, with all of the following requirements under Title VI of the Civil Rights Act of 1964:
 - a. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d et seq.), provides that no person in the United States shall, on the ground of

race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance;

- b. U.S. DOT regulations, “Nondiscrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act,” 49 CFR part 21;
 - c. The current FTA Circular 4702.1B “Title VI Requirements and Guidelines for Federal Transit Administration Recipients.” This document provides recipients and subrecipients with guidance and instructions necessary to comply with the DOT Title VI regulations (49 CFR part 21), the Department of Transportation Updated Environmental Justice Order (5610.2a, May 2, 2012), and U.S. DOT Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient (LEP) Persons (70 FR 74087, December 14, 2005);
 - d. U.S. DOT Order to Address Environmental Justice in Minority Populations and Low-Income Populations. This Order describes the process that the Office of the Secretary of Transportation and each operating administration will use to incorporate environmental justice principles (as embodied in Executive Order 12898 on Environmental Justice) into existing programs, policies, and activities; and
 - e. U.S. DOT Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient (LEP) Persons. This guidance clarifies the responsibilities of recipients of Federal financial assistance from DOT and assists them in fulfilling their responsibilities to limited English proficient (LEP) persons, pursuant to Title VI of the Civil Rights Act of 1964 and implementing regulations.
- 4. Equal Employment Opportunity: The UTA agrees to comply, and assures the compliance of each third party contractor and each subrecipient at any tier of the Project, with all equal employment opportunity EEO requirements of Title VII of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000e), and 49 U.S.C. 5332 (b) and any implementing requirements FTA may issue.
 - 5. Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA): The UTA agrees to comply, and assures the compliance of each third party contractor and

each sub-recipient at any tier of the Project, with prohibits genetic information discrimination in employment.

6. Nondiscrimination on the Basis of Sex: The UTA agrees to comply with all applicable requirements of Title IX of the Education Amendments of 1972, as amended, (20 U.S.C. 1681 et seq.), with implementing DOT regulations, “Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance,” 49 CFR part 25, and with any implementing directives that DOT or FTA may promulgate, which prohibit discrimination on the basis of sex.
7. Nondiscrimination on the Basis of Age: The UTA agrees to comply with all applicable requirements of the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et seq.), and implementing regulations, which prohibit employment and other discrimination against individuals on the basis of age.
8. Nondiscrimination on the Basis of Disability: The UTA agrees to comply, and assures the compliance of each third party contractor and each subrecipient at any tier of the project, with the applicable laws and regulations, discussed below, for nondiscrimination on the basis of disability.
 - a. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), prohibits discrimination on the basis of disability by recipients of Federal financial assistance.
 - b. The Americans with Disabilities Act of 1990 (ADA), as amended (42 U.S.C. 12101 et seq.), prohibits discrimination against qualified individuals with disabilities in all programs, activities, and services of public entities, as well as imposes specific requirements on public and private providers of public transportation.

Disadvantaged Business Enterprise (DBE): To the extent required by Federal law, regulation, or directive, the UTA agrees to take the following measures to facilitate participation by DBEs:

It is UTA’s objective to ensure that DBEs defined in 49 CFR Part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. It is also our objective:

- To ensure nondiscrimination in the award and administration of DOT - assisted contracts;
- To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
- To ensure that the DBE Program is narrowly tailored in accordance with applicable law;

- To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
- To help remove barriers to the participation of DBEs in DOT assisted contracts;
- To assist the development of firms that can compete successfully in the market place outside the DBE Program.

The Utah Transit Authority (UTA) has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. The UTA has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, the UTA has signed an assurance that it will comply with 49 CFR Part 26. UTA has established a policy that states that all local agencies, when participating in programs funded in whole or in part with funds made available by UTA, must comply with and operate under UTA's DBE Program. This eliminates the requirement for subrecipients to establish a DBE Program. The UTA agrees to take all necessary and reasonable steps set forth in 49 CFR part 26 to ensure nondiscrimination in the award and administration of all third party contracts and subagreements supported with Federal assistance derived from DOT. As required by 49 CFR part 26 and approved by DOT, the recipient's DBE program is incorporated by reference and made part of the Grant Agreement or Cooperative Agreement.

The UTA agrees that implementation of this DBE program is a legal obligation, and that failure to carry out its terms shall be treated as a violation of the Grant Agreement or Cooperative Agreement. Upon notification by DOT to the recipient of a failure to implement its approved DBE program, DOT may impose sanctions as provided for under 49 CFR part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001, and/or the Program Fraud Civil Remedies Act, (31 U.S.C. 3801 et seq.).

Title VI Plan Requirements

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin.

UTA has an approved Title VI Plan on file with FTA. The UTA will ensure that UTA and its 5310 subrecipients will have approved Title VI Plans on file, in compliance with FTA Circular 4702.1B, "Title VI Requirements and Guidelines for FTA Recipients," as a condition of receiving federal aid. The Title VI plans are in place to prevent discrimination in the provision of benefits and services on federally funded transportation programs and activities. The Title VI Program is a system of policies and procedures designed to monitor agency compliance, address complaints, and eliminate discrimination when found to exist.

As part of the Title VI program, UTA, and its subrecipients receiving funds or equipment from the Federal government through UTA, are required to submit the following information as part of their application and annually thereafter, as long as a federal interest remains in their equipment or program:

1. Title VI Assurances;
2. Process for public participation, specifically discussing efforts to reach out and to ensure participation of the transportation disadvantaged;
3. Recipients that have transit-related, non-elected planning boards, advisory councils or committees, or similar bodies, the membership of which is selected by the recipient, must provide a table depicting the racial breakdown of the membership of those committees, and a description of efforts made to encourage the participation of minorities on such committees or councils.
4. A listing of all complaints, claims, and lawsuits alleging discrimination

To meet all Title VI requirements, FTA-Funded programs must submit to the UTA a Title VI plan that exhibits policy adoption, public outreach and involvement procedures and complaint procedures. FTA Circular 4702.1B, October, 2012 requires that ALL recipients and subrecipients submit the following plan elements before they are eligible for funding. UTA can assist with providing sample forms, sample plans and demographic information.

- Adoption of Policy Affirming Intention to Meet All Title VI Requirements
- Develop Title VI Complaint Procedures And Complaint Form.
- Reporting on Title VI-related Investigations, Complaints, And Lawsuits
- Provide Notice to Beneficiaries of Rights under Title VI
- Plan to Promote Inclusive Public Participation
- Plan to Provide Meaningful Access To Limited English Proficient (LEP) Persons

In compliance with the Title VI program, UTA and its subrecipients shall –

1. Appoint a Title VI coordinator;
2. Obtain Title VI training for coordinator and other key staff;
3. Proactively prevent discrimination as defined in Title VI and related authorities; disseminate Title VI Program information to staff and the public;
4. Include Title VI language in all contracts with consultants and contractors for federally funded projects;

5. Collect and maintain data on race, ethnicity, LEP, and income of populations in the service area;
6. Provide information in other languages, as necessary;
7. Proactively include traditionally underrepresented populations that are hard to reach through the traditional notification process in public involvement and informational processes;
8. Analyze the benefits and burdens of activities and projects on the Title VI-protected population in the service area;
9. Perform periodic self-assessments for Title VI compliance;
10. Develop periodic Title VI reports;
11. Correct any deficiencies identified during a review or complaint;
12. Have a process to address complaints;
 - a) Provide the public access to defined complaint procedures and a complaint form
 - b) Public Notices should include:
 - 1) Process for filing complaints
 - 2) Description of investigative process
 - 3) Responsible agency staff
 - 4) Time limits to submit complaints and complete investigations
 - c) Maintain a complaint tracking procedure; and
 - d) Maintain a complaint log containing the following information for each complaint filed:
 - 1) Name and address of person who filed the complaint
 - 2) Date of complaint
 - 3) Basis of complaint, to include race, color, or national origin
 - 4) Status of complaint
 - 5) Actions taken

- e) Submit completed complaint investigations to the UTA Title VI Compliance Officer.

Disadvantaged Business Enterprise (DBE)

UTA shall comply with all federal requirements of the DBE Program, included having an approved FTA DBE program, plan and annual goal.

All approved sub recipients for funding that involve contracts with vendors outside of the vehicle procurement UTA oversees (i.e.: Mobility Management, Operations) must either already have adopted UTA's DBE program or have a policy stating they will adopt UTA's DBE program.

The sub recipient shall agree to abide by the statements in Paragraph (1) and (2) which follow. These statements shall be included in all subsequent agreements between the sub recipient and any sub-consultant or contractor;

UTA has signed the following assurances, applicable to all DOT-assisted contracts and their administration:

Federal Financial Assistance Agreement Assurance: 26.13(a)

1. UTA or any UTA sub recipient of Federal funds shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. UTA shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. UTA's DBE program, as required by 49 CFR Part 26 and as approved by DOT, is incorporated by reference in this agreement.
2. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to UTA of its failure, or any sub recipient to UTA to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. § 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. §3801 *et seq.*). Any UTA sub recipient of Federal funds with a DBE Program, is incorporated by reference in any Planning Funds Agreement between the sub recipient and UTA.

Contract Assurance: 26.13b

UTA will ensure that the following clause is placed in every DOT-assisted contract and subcontract: "The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate". UTA and the sub recipient shall prepare and retain all records in accordance with the federal and state requirements, including but not limited to 23 CFR 420 and 49 CFR 18. According to 49 CFR Part 26.11, UTA is required to provide data about the DBE program to the DOT as directed by the Federal Transit Administration. UTA will report DBE participation to DOT as follows:

UTA will report DBE participation for itself and all UTA subrecipients on a bi-annually basis (June 1st and December 1st of each year), using DOT “Uniform Report of DBE Awards or Commitments and Payments” DOT form 4630. These reports will reflect payments and commitments made to DBEs on DOT-assisted contracts. This information is electronically reported through the FTA TEAM system.

Each sub recipient receiving federal funds from UTA must complete an Annual Projected Project / Procurement Statement and have its executive officer sign the statement. This is an annually reviewed document of projected federally assisted procurements during a three year period by the sub recipient. This document is due to UTA by April of each year. The document tracks;

- Name of procurement
- Type of procurement
- Projected amount of project / procurement
- Schedule for procurement (year)
- Type of DBE goal
- DBE contract goal%

This document is due monthly from the sub recipient to monitor procurement progress. This document ties into the biannual FTA report. The sub recipient must complete it's FTA Uniform Report of Commitments and Awards to UTA by April 30th and November 30th of each year.

All sub recipients agree to the following:

1. Use of federal funded solicitation language (certificates and assurances) provided by UTA that defines procurement requirements for all construction, professional services, and supplier contracts;
2. Produce and maintain a 3 year federally assisted procurement review document;
3. Conduct post-award monitoring to ensure the amounts committed are accomplished. Review good faith efforts by the sub recipient to address the shortfall and resolve it or document it.
4. Conduct commercially useful function review DBE firms contracted to perform awarded work;
5. Designate a single point-of-contact for DBE compliance purposes.

Additionally, all sub recipients agree to collect the following information for each solicitation for which a DBE contract goal has been established:

1. Names and contact information of DBE firms that will participate in the contract;
2. Description of the work that each DBE will perform;
3. Dollar amount of the participation of each DBE firm participating on the project and total contract value during the life of the contract;
4. Written and signed documentation of commitment to use a DBE subcontractor whose participation meets a contract goal;

5. Written and signed confirmation from the DBE that it is participating in the contract as provided in the prime contractor's commitment; and
6. Evidence of good-faith efforts if the contract goal is not met. Recordkeeping and Reporting Requirements. Subrecipients will require prime contractors, consultants, and vendors to maintain records and documents of payments to DBE and non-DBE subcontractors (Subcontractor Report, SR report). In accordance with ARS 35- 214, records must be maintained for a minimum of 5 years following FTA closeout of the project. These records should be made available for inspection upon request by any authorized UTA representative.
7. Subcontractors are required to maintain payment information for any lower-tier subcontractors for the same 5-year duration.

Monitoring Payments to DBEs

Subrecipients using federal funds for a procurement will require prime contractors to maintain records and documents of payments to DBEs for three years following the performance of the contract. These records will be made available for inspection upon request by any authorized representative of UTA or DOT. This reporting requirement also extends to any certified DBE subcontractor.

Subrecipients will perform interim audits of contract payments to DBEs on federally funded procurements / projects. The audit will review payments to DBE subcontractors to ensure that the actual amount paid to DBE subcontractors equals or exceeds the dollar amounts states in the schedule of DBE participation. The contractor is required to submit a monthly subcontractor report, Form SR, Subcontracting and DBE Report, that lists all subcontractors, contract award, revised amounts, payments made and if a firm is a DBE or not.

8. For projects receiving federal aid subrecipients are required to collect data on DBE and non-DBE participation and report the data to UTA.

UTA will take the following monitoring and enforcement mechanisms to ensure compliance with 49 CFR Part 26.

- a) UTA will bring to the attention of the Department of Transportation any false, fraudulent, or dishonest conduct in connection with the program, so that DOT can take the steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in 26.109.
- b) UTA will consider similar action under out own legal authorities, including responsibility determinations in future contracts. UTA's DBE Liaison Officer will monitor the work committed to DBEs under contract to determine the work that is actually performed by the DBEs. The contractor will provide all information requested by the DBE Liaison Officer to enable UTA to keep a running tally of DBE attainments (e.g., payments actually made to DBE firms). UTA will give credit for DBE participation toward overall or contract goals only when payments are actually made to DBE firms.

- c) Attachment 6, Required Bid Documents: Civil Rights and FTA Master Agreement Certifications and Assurances lists the regulation, provisions, and contract remedies available to us in the events of non-compliance with the DBE regulation by a participant in our procurement activities.
 - d) UTA will also provide a monitoring and enforcement mechanism to verify that work committed to DBEs at contract award is actually performed by the DBEs. The contractor is required to submit a monthly subcontractor report, Form SR Subcontracting and DBE Report, that lists all subcontractors, contract award, revised amounts, payments made and if a firm is a DBE or not. If the contractor is not meeting the DBE goal of a contract, the contractor is required to submit good faith efforts documentation as specified by the DBE Liaison Officer. The DBELO will conduct periodic and random DBE Compliance field visits to federally assisted construction projects and complete a written verification of DBE firms performing work, using their own equipment and resources.
 - e) UTA will keep a running tally of actual payments to DBE firms for work committed to them at the time of contract award.
9. Contractors, consultants, and vendors should provide the required information for the current month by the 5th day of the following month (Subcontractor Report, SR report)
 10. Subrecipients will submit project data in support of each semiannual and annual submission made by the CRO. Subrecipients are required to submit this data through the DBE Data Collection and Reporting System. Semiannual report data must be audited by subrecipients for accuracy and completeness twice each year. Semiannual reports will be prepared by UTA and reviewed with subrecipients on an as-needed basis.

DBE Goal setting process

Limited English Proficiency (LEP)

LEP is part of the Title VI requirements. It is a type of national-origin discrimination to exclude a person from receiving a federally funded program's services based on the person's limited ability to speak, read, write, or understand English.

Four Factor Analysis

The UTA and its subrecipients will take reasonable steps to ensure meaningful access to their programs and activities by LEP persons. In order to ensure meaningful access to programs and activities, UTA and its subrecipients shall use the information obtained in a Four Factor Analysis to determine the specific language services that are appropriate to provide. A careful analysis can help a recipient determine if it communicates effectively with LEP persons and will inform language access planning. UTA's Title VI Compliance Officer can assist with providing census data used in its Title VI plan and Four Factor analysis. An individualized assessment for the subrecipient's programs will be utilized that balances the following four

factors:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or subrecipient;
2. The frequency with which LEP individuals come in contact with the program;
3. The nature and importance of the program, activity, or service provided by the recipient to people's lives; and
4. The resources available to the recipient and costs.

Developing a Language Assistance Plan. After completing the Four Factor Analysis, the Subrecipient shall use the results of the analyses to determine which language assistance services are appropriate. Additionally, the subrecipient shall develop an assistance plan to address the identified needs of the LEP population(s) it serves. The DOT LEP Guidance recognizes that certain subrecipients, such as those serving very few LEP persons or those with very limited resources, may choose not to develop a written plan. However, FTA has determined it is necessary to require its subrecipients to develop an assistance plan in order to ensure compliance.

Environmental Justice

UTA and its subrecipients are required to assure nondiscrimination under Title VI of the Civil Rights and other related laws. Environmental justice specifically addresses minority and low income populations: a 1994 Presidential Executive Order directed every Federal agency to make environmental justice part of its mission by identifying and addressing the effects of all programs, policies, and activities on “minority populations and low-income populations.”

UTA and its subrecipients will support Title VI and environmental justice:

1. Assure new investments and changes in transit facilities, services, maintenance, and vehicle replacement deliver equitable levels of service and benefits to minority and low-income populations.
2. Avoid, minimize or mitigate disproportionately high and adverse effects on minority and low-income populations.

3. Assure that public involvement activities identify and involve minority and low-income populations when making transportation decisions.
4. When subrecipients engage in planning related to development of transit services and capital purchases, they are expected to include consideration of “environmental justice.”
5. UTA will assist subrecipients with environmental justice principles in their services. The department will help agencies look at demographics to identify unmet needs. Grantees must submit all required certifications and assurances prior to contract signature and annually thereafter. These include:
 - a) Standard Assurances
 - b) Nondiscrimination Assurances
 - c) Protections for Private Providers of Public Transportation
 - d) Assurance of Nondiscrimination on the Basis of Disability

Civil rights clauses are included in grantee agreements. Ongoing oversight is provided through desk reviews and/or site visits to grantees. Potential grantees serving significant minority populations are reached through the regional and local coordinated planning process and by broad distribution of grant funding announcements and application materials.

Chapter 13 – Section 504 and ADA Reporting

All UTA recipients of vehicles and other FTA grant assistance must comply with the Americans with Disabilities Act of 1990 as well as all DOT/ADA regulations. The ADA was enacted by Congress as a national mandate for the elimination of discrimination against individuals with disabilities. In addition, any new construction of public access facilities must meet all DOT/ADA regulations including having all required accessible features incorporated to provide accessibility to persons who with a disability.

Service Provisions: The ADA requires of transportation providers a number of specific service provisions to be in place and operational. During site reviews of program subrecipients, UTA shall interview and document subrecipients regarding the status of the following ADA transportation service provisions:

1. Monitor and ensure that subrecipients comply with the DOT ADA requirements for the acquisition of accessible vehicles.
2. Procedures to ensure vehicle lifts are inspected and maintained.

Below, is the inspection section of the report. All items must be inspected. If an item is not applicable, the subrecipient must enter N/A. If an item is not in good working order, “F” (fail) must be selected. If an item is working appropriately, “P” (pass) must be selected. The # (number) indicates the number of days that the subrecipient has to respond/fix an issue. If a “0” is selected, the issue must be fixed immediately and the vehicle must not be used until the problem is fixed.

Inspection List

EXTERIOR P F # SAFETY EQUIPMENT P F # INTERIOR P F #

Body damage			-	Triangles (3)			1	Mirrors			2
Windows			2	First Aid Kit			2	Lights			3
*2 Outside Mirrors			0	Bloodborne Pathogen Kit			3	Horn			2
Reflector/marker/clearance			2	Seat belt cutter			5	Seats			2
*Turn Signals			0	Extra electrical fuses			5	*Seat Belts			0
*Four Way Flashers			0	Fire Extinguisher			2	AC/Heat/Defroster			2
*Tires front 4/32 rear 2/32			0	Rear door buzzer			3	*Wipers			0
*Headlights high and low			0	Exit windows/buzzers			3	Gauges and Indicators			2
*Parking lights			0	Roof Hatch			3	*Brakes (Foot/Parking)			0
*Brake lights			0	Spare Tire/Jack/Lug Wrench			3	Cleanliness			2
Cleanliness			2								

SIGNAGE**P F # LIFT****P F # SECUREMENTS****P F #**

Buckle Up (or equivalent)			5	*Interlocks			0	*Belt (4 or 8 floor)			0
Emergency Exits			3	Level Platform			3	*Lap Belt			0
Lift Operating Instructions			5	Lift Light			1	*Shoulder belt			0
Vehicle Height			5	*Electric Wires (cut, frayed)			0				
				*Hand Pump			0				
				Hand Rails on Lift (2)			1				

The Compliance Officer is required to follow up immediately if a “0” is selected, within the number of days indicated, to verify that the problem has been addressed. If the problem has not been addressed within that time period, the vehicle is required to be grounded until the subrecipient has addressed the problem.

3. Lift and securement use (local policies and procedures);
4. Announcement of stops (where applicable);
5. Vehicle identification mechanisms in accordance with ADA;
6. Service animals (what policies and procedures are in place?);
7. Public information/communications (what actions are taken to apprise the disability community of transportation services available, and to otherwise ensure that persons with disabilities are given maximum opportunity to participate in the provision of services?);
8. Lift deployment at stops, where requested;
9. Service to persons using respirators or portable oxygen;
10. Adequate time for vehicle boarding and disembarking (what actions are taken to ensure that reasonable time is provided?); and
11. Training.

UTA and their subrecipients shall undertake all reasonable means to provide for the needs of sight and hearing- impaired individuals in their communication within their facilities. Braille-etched sign and other forms of written communication as well as telephone devices for the

hearing impaired are some examples of facility improvements, which are covered under the ADA. If a subrecipient is operating fixed route transit, the subrecipient must describe how it will meet the ADA Complementary Paratransit requirement in its application.

UTA will monitor subrecipients and their compliance with equivalent service provisions in 49 CFR Part 37, Subpart D and E.

UTA will ensure good-faith efforts were made and conditions were met by subrecipients to acquire inaccessible vehicles and ensure that certifications of equivalent service were submitted for each procurement of inaccessible vehicles Appendix C to 49 CFR Part 37.

UTA will review, approve, and keep record of all equivalent service certifications from subrecipients to have available upon FTA request.

Chapter 14 – Program Measures

All grantees are required to prepare a variety of reports on a quarterly or annual basis. Quarterly reporting may include a project narrative, detail of operating expenditures, expenditures by service type, statistical summary by service type, Disadvantaged Business Enterprise, complaints, and/or capital expenditures. Annually grantees are also required to submit updated asset inventories.

UTA compiles information from grantees and submits the following standard FTA reporting elements for all programs:

1. Annual program of projects status reports;
2. Milestone activity reports;
3. Program measures;
4. DBE reports;
5. Complaints; and
6. Program income.

The following indicators are targeted to capture overarching program information as part of the annual report that each state and designated recipient submits to FTA. UTA, as the designated recipient, will submit both quantitative and qualitative information as available on each of the following measures.

Traditional Section 5310 Projects

Gaps in Service Filled. Provision of transportation options that would not otherwise be available for seniors and individuals with disabilities measured in numbers of seniors and people with disabilities afforded mobility they would not have without program support as a result of traditional Section 5310 projects implemented in the current reporting year.

Ridership. Actual or estimated number of rides (as measured by one-way trips) provided annually for individuals with disabilities and seniors on Section 5310 supported vehicles and services as a result of traditional Section 5310 projects implemented in the current reporting year.

Other Section 5310 Projects

- (1) Increases or enhancements related to geographic coverage, service quality, and/or service times that impact availability of transportation services for seniors and individuals with disabilities as a result of other Section 5310 projects implemented in the current reporting year.

- (2) Additions or changes to physical infrastructure (e.g., transportation facilities, sidewalks, etc.), technology, and vehicles that impact availability of transportation services for seniors and individuals with disabilities as a result of other Section 5310 projects implemented in the current reporting year.
- (3) Actual or estimated number of rides (as measured by one-way trips) provided for seniors and individuals with disabilities as a result of other Section 5310 projects implemented in the current reporting year.

Chapter 15 – Program Management and Administrative Requirements

General

UTA is the direct recipient of FTA funds. As the direct recipient, UTA is considered the primary grantee and is responsible for daily grant administration and management, as well as ensuring that utilized funds comply with the grant agreement and applicable FTA circulars and regulations. The UTA as grantee is also responsible for funds that are "passed through" to a subrecipient.

"Subrecipient" refers to the entity that receives federal assistance awarded by UTA rather than by FTA directly. Although UTA may delegate any or almost all project responsibilities to one or more subrecipients, UTA agrees that it, rather than the subrecipient, is ultimately responsible for compliance with all applicable federal laws, regulations, and directives, except to the extent that FTA determines otherwise in writing.

Reporting/Performance Measures

The purpose of reporting is to ensure that the federal investment is being well maintained, safe, and unbiased in service. The federal government requires that agencies report for the useful life of equipment. During the useful life period, the subrecipient is responsible for reporting various information regarding expenses, ridership, maintenance, and usage/activity through the course of the year. After the useful life period, the release of title will be determined by the terms of the contract with the subrecipient. Reports include:

- Quarterly report
- Surveillance report
- Preventive maintenance
- Annual report

Quarterly Report

The quarterly report is a subrecipient's responsibility until the end of the useful life period. As the name implies, these reports are due at the end of each quarter.

Surveillance Report

The surveillance report requires the subrecipient to thoroughly review the vehicle(s) and all accessories (lifts, signage, securements, etc.). The report must be completed twice a year.

Preventive Maintenance

UTA policy requires preventive maintenance to be performed at the intervals shown in the approved maintenance plan. Whenever preventive maintenance is performed, subrecipients are required to complete the preventive maintenance report. The report includes entering the date and mileage when the maintenance was done..

Annual Report

The annual milestone report will include the following:

Traditional 5310 projects

1-Gaps in service filled measured in total number of seniors and persons with disabilities served.

2-Ridership measured in one-way trips.

Other section 5310 projects

1-Impact of availability of transportation services measured in geographic coverage, service quality/times, or addition/change to physical infrastructure, technology, or vehicles.

2- Ridership measured in one-way trips.

Compliance

FTA looks to the UTA to ensure subrecipients are compliant with federal and state regulations. For the eligible activities in this program, this includes compliance in areas such as procurement, asset management (use, protection, maintenance, etc.), civil rights and Title VI, ADA, and DBE. The UTA requires all subrecipients to follow UTA's policies and procedures. As part of UTA's compliance program, site visits and inspections are performed for each subrecipient at least biennially.

Site Visit and Inspection

Site visits and inspections are performed by UTA and include a comprehensive review of the funded activities. The purpose of the site visit for the Section 5310 program is to verify that each vehicle is being used for the intended purpose; procurement documentation is being maintained; maintenance is being performed and is effective; Title VI posters are current and posted in necessary areas; ADA features are adequate and functioning properly; insurance and registration is current and adequate; and an opportunity for technical assistance is provided for the subrecipient.

Typical activities include, but are not limited to, reviewing Title VI posters and locations; performing surveillance inspections on vehicles including inspection of ADA features; riding along on vehicles during service hours; interviewing drivers; reviewing documentation for procurement, maintenance, and usage of equipment; reviewing insurance documentation; and reviewing DBE documentation. A representative of the subrecipient must be available during the site visit to answer questions and provide documentation as requested.

Reporting and Day-to-Day Oversight

1. Usage Reports

Usage reports ensure that vehicles are being used as they were originally intended. This data is intended to be entered daily, and is required to be entered no less than weekly. Information required includes:

- Miles driven
- Number of passengers
- Type of passengers (60+, -60, low income, disabled)

2. Preventive Maintenance

UTA will provide a maintenance plan based on manufacturer's recommendations or the subrecipient can submit their own plan for approval. All plans must meet the minimum manufacturer requirements for maintenance. The subrecipient is responsible for ongoing preventative maintenance.

3. Accident/Incident Alert

Minor Accidents/Incidents

- Contact the subrecipient and set deadline for repair (possibly require photos or on-site visit)
- Follow up on deadline
- Follow up on insurance proceeds






Serious Accidents/Incidents

The definition of a serious accident as outlined by FTA includes but is not limited to those involving a fatality or any accident that results in serious injury. The definition of a serious

incident as outlined by FTA includes but is not limited to damaged transit equipment and/or facilities or suspension of regularly scheduled transit service caused by a natural disaster. In case of a serious accident and/or incident, the subrecipient must contact UTA immediately. The information will then be reported to the FTA Region VIII Emergency Coordinator. An accident reporting form should be available in each vehicle and be filled out at the scene.

Useful Life

Useful life of vehicles begins on the date the UTA takes possession of the vehicle and continues until the vehicle reaches the useful life minimum criteria outlined below. The useful life minimum refers to total time or miles in revenue service, not time spent stockpiled or otherwise unavailable for regular transit use.

Public Transit Team Category		Approximate GVWR	# of Seats	Approximate Length	Useful Minimum Life
A: Large, Heavy Duty Transit Bus and Articulated Buses		33,000 – 40,000 lbs.	35 – 40+	35 – 40 ft. or greater	12 years or 500,000 miles
B. Medium-Size, Heavy Duty Transit Bus		26,000 – 33,000 lbs.	25 – 35	30 – 35 ft.	10 years or 350,000 miles
C. Medium-Size, Medium Duty Transit Bus & Truck Chassis Cutaway		10,000 – 26,000 lbs.	16 – 30	25 – 30 ft.	7 years or 200,000 miles
D. Medium-size, Light Duty Bus and Van Chassis Cutaway Bus		10,000 – 16,000 lbs.	12 – 16	20 – 25 ft.	5 years or 150,000 miles
E-1. Small, Light Duty Bus; E-2. Modified Vans; E-3. Modified Minivans 33,000 – 40,000 lbs.; E-4. Vans; E-5. Minivans; E-6. Station Wagons; E-7. Sedans		6,000 – 14,000 lbs.	3 – 14	E-1. 20 – 22 ft. E-2. < 20 ft. E-3. < 20 ft. E-4. – E-7. < 20 ft.	4 years or 100,000 miles

Subrecipient Vehicle Contracts

Although UTA has a contract with a rolling stock vendor, subrecipients are required to sign a contract with UTA as well for the federal funds they are expecting. The contract should include the chosen specifications or a copy of the signed master sheet. Contracts must be signed prior to placement of a vehicle order.

Capital Reserve Accounts

Recipients of Section 5310 vehicles are permitted to establish capital reserve accounts to replace existing equipment as long as no FTA funds or proceeds from the sale or lease of FTA assisted property are placed in those accounts.

Vehicle Use

FTA encourages maximum use of vehicles funded under the Section 5310 program. Consistent with the requirements of 49 CFR parts 18 and 19, vehicles are to be used first for program related needs and, beyond the purposes for which a Section 5310 grant are made, to meet other transportation needs of elderly persons and persons with disabilities, to meet other Federal program or project needs, and finally for other local transportation needs. Vehicles may be used:

UTA/Recipient will consider how best to meet the needs of seniors and people with disabilities within each UZA in the project selection process. The program must provide for the maximum feasible coordination with transportation services assisted by other Federal sources.

Subrecipients will be encouraged to the extent feasible to also provide service to older adults and people with disabilities not affiliated with their agency, as well as to the general public on an incidental basis if such service does not interfere with transportation services for seniors and people with disabilities. In situations in which it is not feasible for a subrecipient agency to provide services to those in the community beyond its own clients, that agency must, when practicable, make the vehicle itself available to provide transportation service to other older adults and people with disabilities at times the agency is not using the vehicle for grant-related purposes. The subrecipient shall make it available for use on other projects or programs, as long as such other use does not interfere with the service for which the vehicle was originally acquired.

The recipient shall use the vehicle in the project or program for which it was acquired as long as needed, even if the project does not continue to receive Federal funding.

If the original subrecipient no longer needs the vehicle for the purposes for which it was acquired, the recipient may choose to keep the vehicle in use for Section 5310 program purposes by transferring the vehicle to another subrecipient. The transfer may be shown in the POP for any active grant. It does not have to be in the grant under which the equipment or property was originally funded. Once the vehicle is no longer needed for Section 5310 program purposes, the vehicle may be used first in connection with other FTA-sponsored activities, and then for activities sponsored by other Federal agencies.

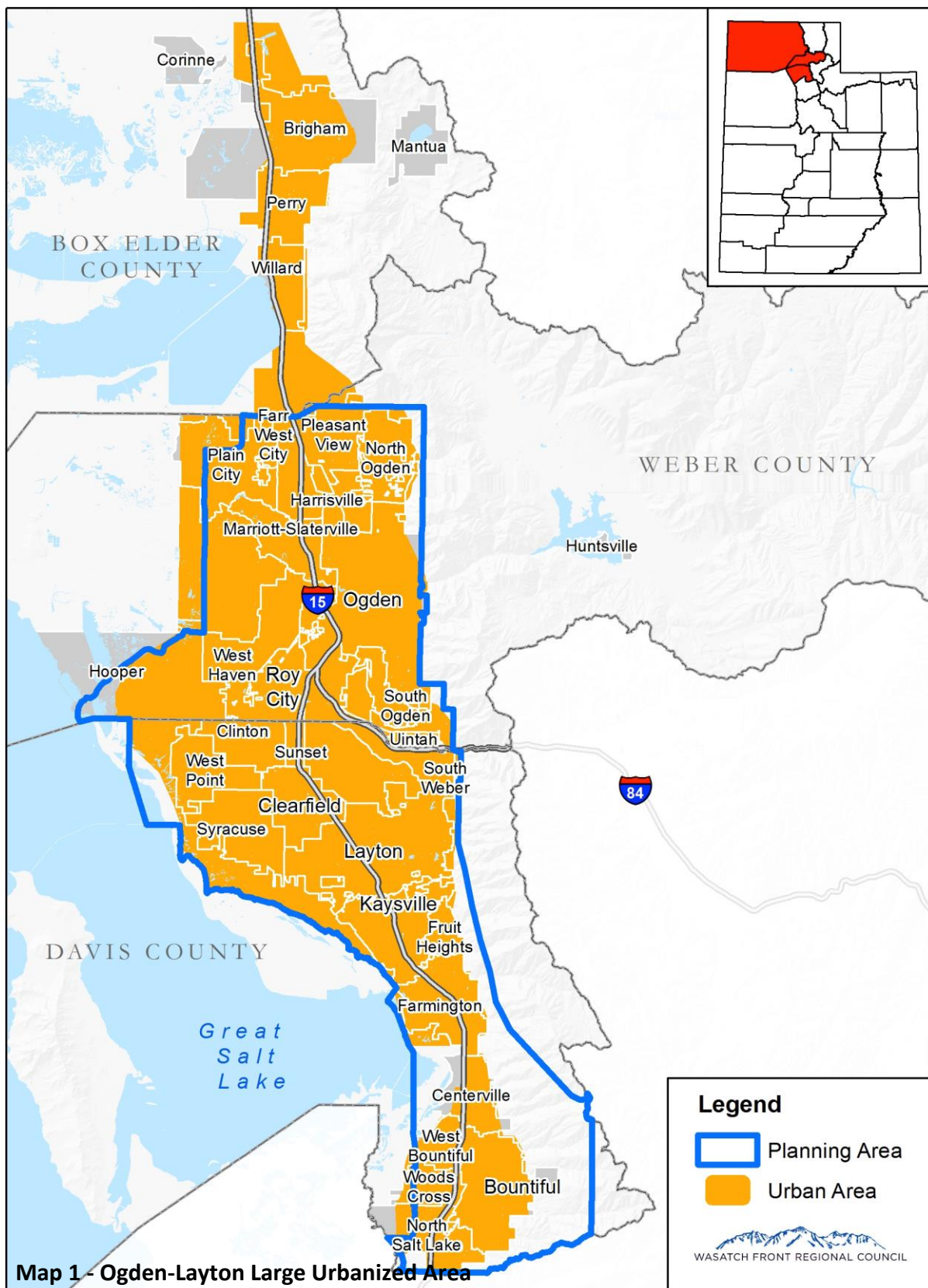
Title to Vehicles

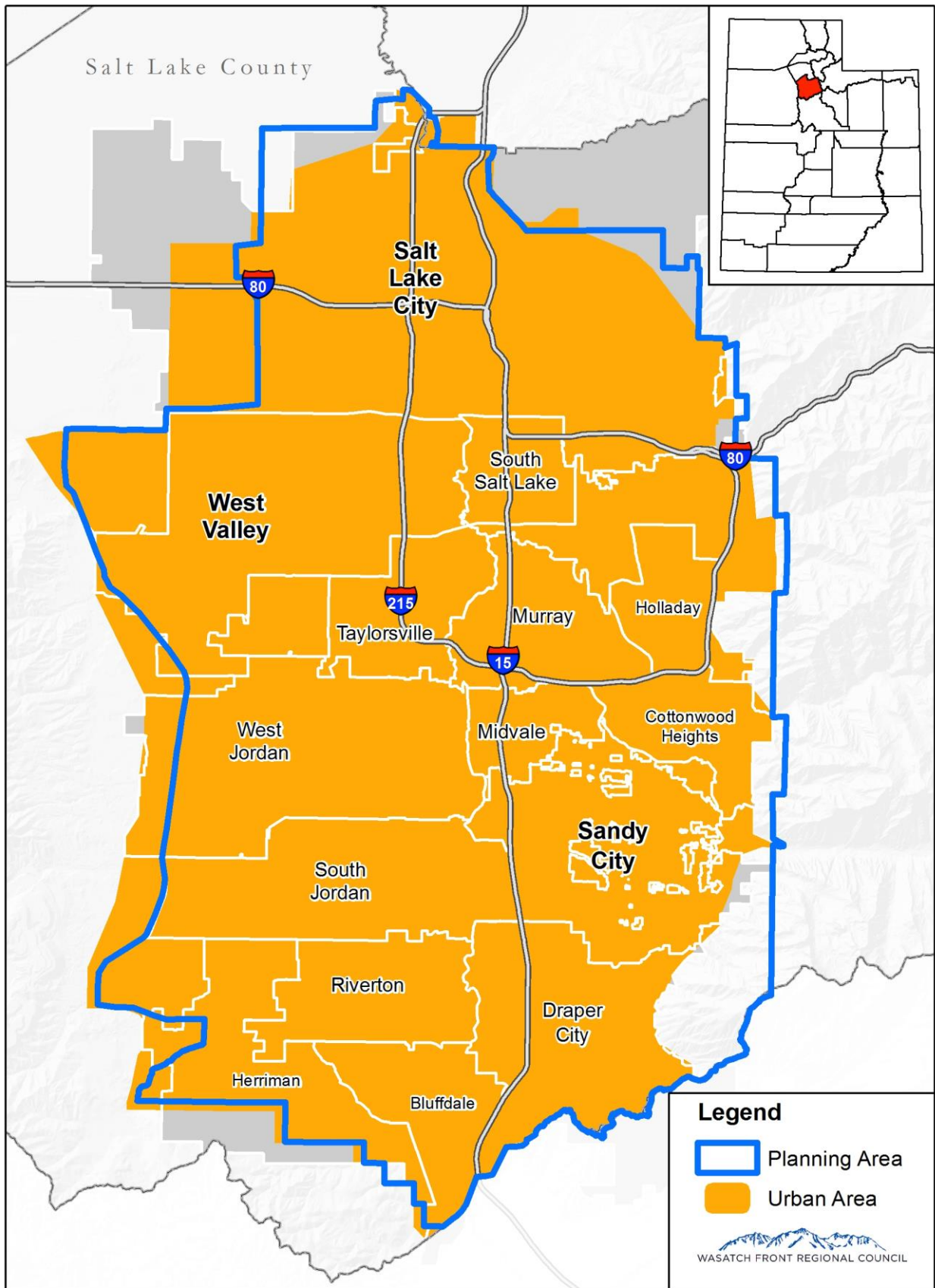
UTA will hold the title to vehicles. UTA maintains continuing control over the vehicles and accepts the responsibility for continued public transit use of the vehicles, and more particularly use for Section 5310 purposes, whether by itself or a subrecipient.

Procurement

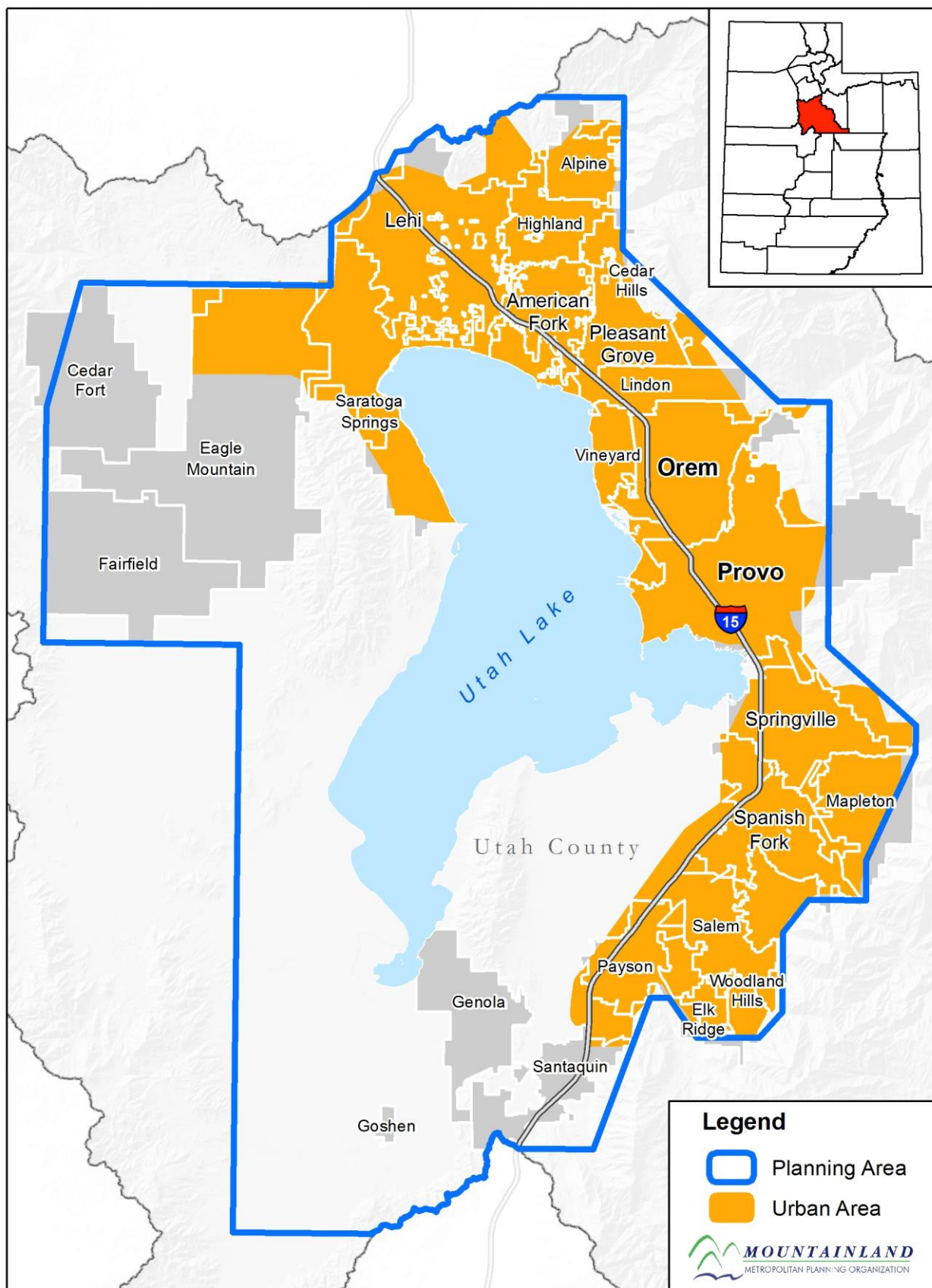
General: When procuring property, supplies, equipment or services under an FTA grant, the recipient will follow all policies and procedures required by FTA and recipient's own policies and procedures for procurements.

Appendix A – Urbanized Area Maps





Map 2 - Salt Lake City – West Valley City Large Urbanized Area



Map 3 - Provo-Orem Urbanized Large Boundary