

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



**GRANT APPLICATION
GUIDEBOOK**

2022



Utah Transit
Authority

TABLE OF CONTENTS

1. INTRODUCTION

- 1.1. FTA Section 5310 Grant
- 1.2. Grant Timeline
- 1.3. Applications for 2021, 2022, and 2023

2. GRANT WRITING

- 2.1. Program Eligibility
- 2.2. Project Requirements
- 2.3. Coordination Efforts
- 2.4. Local Coordinating Council
- 2.5. Tips for a Successful Application

3. APPLICATION PROCESS

- 3.1. Notice of Funding Opportunity
- 3.2. Letter of Intent/ Pre-Application
- 3.3. Risk Assessment
- 3.4. Application Walkthrough
- 3.5. Application Documents
- 3.6. ZoomGrants FAQ
- 3.7. Correction Opportunity
- 3.8. Scoring and Ranking Process

4. AWARD OF FUNDS

- 4.1. Award Letter
- 4.2. Subrecipient Agreements
- 4.3. Post Award Trainings

5. APPENDICES

- A. Vehicle Types
- B. Project Categories
- C. Eligible Project Expenses
- D. Grant Writing Resources
- E. UTA Coordinated Mobility Contacts
- F. Boundary Maps

1. INTRODUCTION

1.1. FTA Section 5310 Grant

The Federal Transit Administration (FTA) Section 5310 program provides financial assistance for capital and operating projects that are 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.

Additionally, funds can be used for projects that exceed the requirements of the ADA; improve access to fixed-route service and decrease reliance by individuals with disabilities on complementary paratransit; and for alternatives to public transportation that assist seniors and individuals with disabilities.

Projects are awarded through a competitive application process. Projects are scored by UTA Coordinated Mobility Staff UTA Staff recommendations are presented to the Grant

Management Advisory Team (GMAT) for their consideration. The GMAT decide final scoring and project awards.

Funding is available for capital, operating expenses and mobility management for transportation programs serving seniors and individuals with disabilities. Please see **Appendix C** Page 37 for eligible project examples.

Once approved by FTA, successful applicants enter into a Standard Grant Agreement with UTA. This agreement is non-negotiable and remains in effect until the terms of the subrecipient agreement are met. Grantees are responsible for complying with the requirements of the UTA agreement and applicable FTA regulations.

All grants are subject to the requirements of UTA's 5310 Program Management Plan.

DESIGNATED RECIPIENT

The Utah Transit Authority has been designated by the Governor of Utah as the recipient to administer the FTA 5310 program for Utah's large urban areas. Under previous programs, the Utah Department of Transportation administered the FTA 5310 funds for both the large urban and rural areas of Utah.

UTA is responsible for the management and administration of FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program in Utah's three Urbanized Areas (UZAs). Each UZA has developed a Coordinated Human Service Transportation Plan (Coordinated Plan). All applications are required to be derived from the Coordinated Plan and include coordination with other agencies receiving 5310 funds.

1.2. Grant Timeline

2021

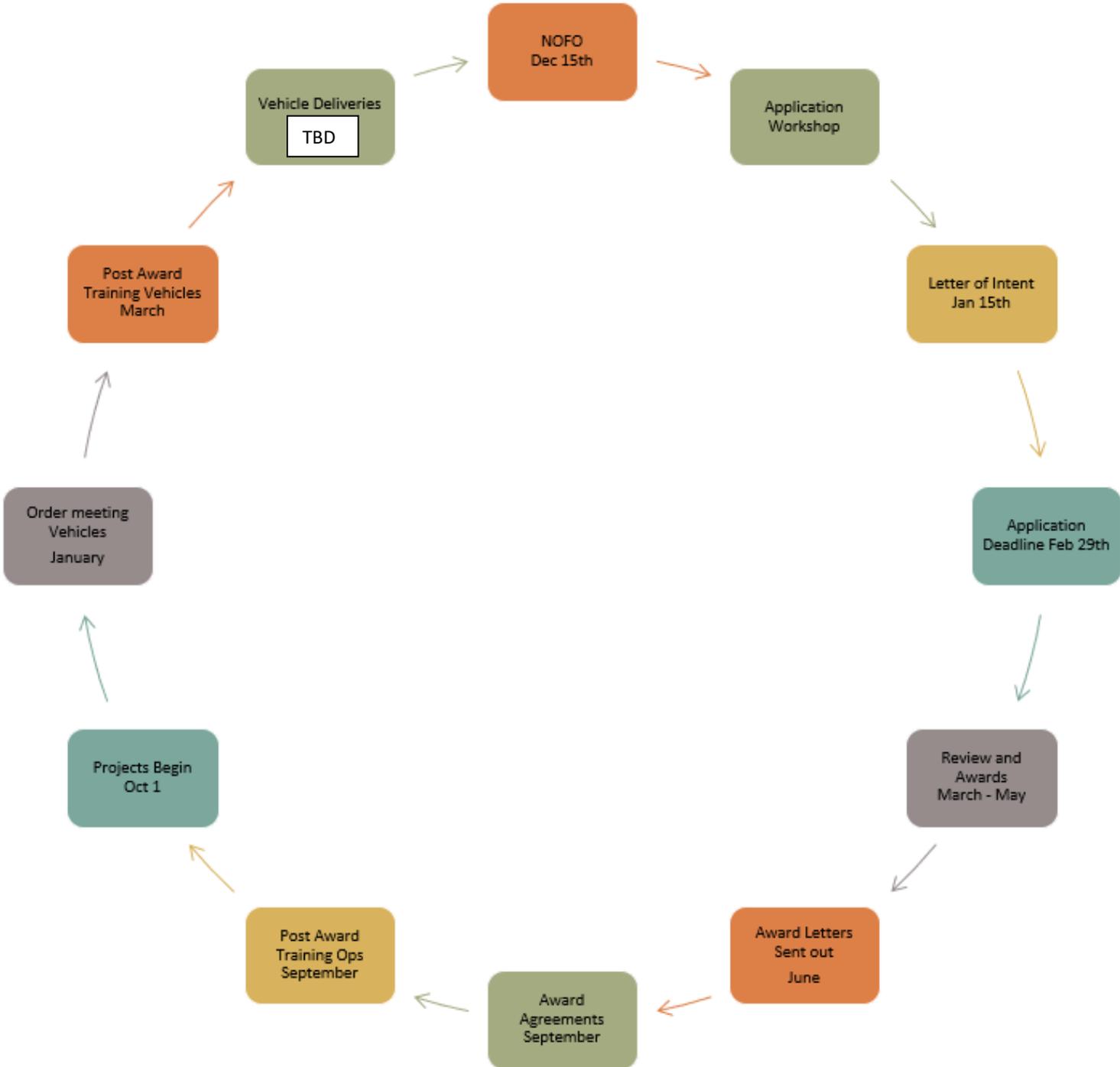
- Dec 15th – Notice of Funding Opportunity sent out (and Pre-application open)

2022

- First week of January- Application Workshop
- Jan 15th – Letter of intent/ Pre application due
- Jan 20th – Formal application open
- Feb 28th – Application Deadline
- Feb 1st thru March 10th – Initial application review
- March 10th thru March 20th – Reopen applications for corrections
- March 21st thru March 31st – UTA Staff Scoring and Ranking, Program of Projects draft
- April 1st – GMAT Committee receive documents to review scores and ranking
- April – Applicants can present their projects to their area GMAT committees
- By May 1st – GMAT committees’ final approval of projects to be awarded
- June 15th – Award letters sent out
- Sept 7th – Send out subrecipient agreements via DocuSign (if grant is awarded)
- Sept 15th thru 20th – Post Award Training for Operations and other projects, and UTA’s Grant Management System
- Sept 30th – Agreements executed
- Oct 1st – Projects begin (ops reimbursements begin, quarterly reporting, procurements)
- November – Vehicle Pre-Order Meetings with Subrecipients
- December- Vehicles Ordered

2023

- November 2022 thru February 2023 – Site visits and vehicle inspections conducted (subrecipients will have site visit every 2 years)
- March – Post award training for vehicles and capital, RidePilot (Vehicle Management Training)
- TBD – Vehicle deliveries (dependent on order date and manufacturing)



1.3. Applications for FTA FY 2021, 2022 and 2023

FY 2021 will be for operating funds only and the amount available will be determined after the application date. Website will be updated when information is available.

Amounts available in each UZA (FY 2022 and FY 2023) are estimated:

- Salt Lake City/West Valley City UZA (Salt Lake County)
\$1,852,344
- Ogden/Layton UZA (Weber/Davis Counties and Brigham City, Perry and Willard)
\$1,048,467
- Provo/Orem UZA (Utah County)
\$711,576

All Pre-Applications (Letters of Intent) and Grant Applications must be submitted through UTA's online application portal ZoomGrants. UTA will provide information about the process in the Application Workshop, and in this guidebook.

Late applications will NOT be accepted. Completed applications must be submitted by 11:59 pm (MDT) February 28th, 2022. Incomplete applications will not be eligible for award. Applicants will be notified of project award by letters sent on June 15th 2022.

Applicants needing accommodations must contact Holly Mahoney at hmahoney@rideuta.com

2. GRANT WRITING

2.1. Program Eligibilities and Requirements

2.1.1 Eligible Applicants

To apply for FTA 5310 funding, you must be one of the following:

- A private nonprofit 501(c)3 certified organization
- State or local government authority with proof or certification that no nonprofit corporations or associations are readily available in the area to provide the service.
- A governmental authority designated by the state of Utah to coordinate services for seniors and/or individuals with disabilities.

2.1.2 Application Workshops

To receive funding, you must attend one of the **mandatory** application workshops. Dates and locations are posted on our website:

WWW.rideuta.com/Doing-Business/FTA-5310-Grant-Program

For the 2022 Application Process the workshops are as follows:

Wednesday January 5th @ 1pm
MAG Offices - Basement Conference Room
586 East 800 North
Orem, UT 84097

Thursday January 6th @ 10am
UTA Offices
3600 S 700 West building #1
South Salt Lake, UT 84119

Friday January 7th @ 1pm
Davis County Health Department
2nd Floor Multi-Purpose Room
22 South State Street,
Clearfield, UT 84015

Please RSVP Holly Mahoney to indicate the workshop(s) you will be attending by emailing HMahoney@rideuta.com

2.1.3 Eligible Project Areas

FTA 5310 funds in Utah are limited to Utah’s large urbanized areas (UZA). Maps of these areas are available in your UZA’s Coordinated Plan, and at the back of this application guidebook.

2.1.4 Eligible Projects

For a comprehensive list of eligible projects please view **Appendix C** of this handbook.

There are two basic categories of projects, “Traditional” and “Other”.

“Traditional” Eligible Projects (Capital and Mobility Management)

Of the amounts apportioned to states and designated recipients, not less than 55 percent shall be available for traditional 5310 projects; those public transportation capital projects planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities. Examples of capital projects that meet the 55 percent requirement, which must be carried out by an eligible recipient or sub-recipient include, but are not limited to:

- Capital acquisition of vehicles;
- Maintenance related equipment;
- Radios and communication equipment;
- Vehicle shelters;
- Computer hardware and software;
- Initial component installation costs;
- Lease of equipment when leasing is more cost effective than purchase;
- Acquisition of transportation services under a contract (purchased transportation), lease or other arrangement;
- Transit related intelligent transportation systems (ITS);
- Support for mobility management and coordination programs among public transportation providers and other human 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.

RURAL AREAS

For information about funding in Utah’s rural communities, contact the Public Transportation Team at Utah Department of Transportation.

UZA’s

UTA’s system area currently consists of three large urbanized areas:

1. Ogden - Layton Urbanized Area: including areas within Davis, and Weber counties, Brigham City, Perry and Willard.
2. Salt Lake - West Valley Urbanized Area: including Salt Lake County.
3. Provo - Orem Urbanized Area: including Utah County

“Other” Eligible Projects (Operating and Capital) formerly known as ‘New Freedom’

Of the amounts apportioned to states and designated recipients, 35 to 45 percent shall be available for other non-traditional 5310 projects; those public transportation operating, and capital projects planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities. Examples of non-traditional projects include, but are not limited to:

- Projects that exceed the requirements of ADA
- Infrastructure projects that increase access to public transportation
- Operation Costs

See **Appendix C** for a comprehensive list of eligible activities



2.2. Project Requirements

2.2.1 Coordination Requirements

To be eligible for FTA 5310 funding, your project must address a need or strategy identified in the finalized current coordinated plan. (Please note: the local coordinating councils amended their prioritization of projects list, and can be found on the last page in each plan)

Coordinated plans for each UZA can be found at WWW.rideuta.com/Doing-Business/FTA-5310-Grant-Program

Your agency must attend and participate in Local Coordinating Council meetings. Failure to attend will result in a lower application score.

2.2.2 Local Match Requirements

Local match must be provided from sources other than Federal DOT funds. The application must provide specific sources of match funding. Examples of sources of local match that may be used include the following:

- State or local appropriations;
- Other non-DOT Federal funds (i.e.: CDBG, Federal Aging dollars, DSPD);
- Dedicated tax revenue;
- Private donations;
- Revenue from human service contracts;
- Net income generated from advertising and concessions.

Farebox revenue may not be used as a local match. Farebox revenue is considered income and is deducted from total operating cost to determine the net cost of the activity.

The use of a non-cash local match (In-kind) is allowable (but must be approved prior to application by UTA) and can include volunteer transportation program services, physical improvements, and computer workstation hardware and software.

(In-kind match requests must include detailed information regarding the source of the match)

**Capital projects
require a 20%
local match**

**Operating
projects require a
50% local match**

2.3. Coordination Efforts

5310 regulations stipulate that all projects must be coordinated. Our coordination efforts include attendance at Local Coordinating Council meetings, participation and development of local coordinated plans, and where possible, coordinated efforts with other local agencies. Your application will receive

greater points the more times your agency has participated in Local Coordinated Council Meetings. Coordination is required. UTA is responsible for certifying that, in accordance with the Federal Law, 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.

2.4. Local Coordinating Council

Local coordinating councils provide a forum for discussion of mobility needs and resources, development of coordination projects, and sharing of technical resources. Local coordinating councils are established in each UZA and serve Weber/Davis, Salt Lake and Utah Counties. Council membership includes seniors, individuals with disabilities, representatives of public, private, nonprofit transportation and human services providers, and other members of the public. Subrecipients of 5310 funding are required to participate. LCC meetings are held on a bi-monthly basis (every other month). Meetings are typically held in February, April, June, August, and October. Periodically there will be a final summit or retreat in November. For specific meeting dates please check the website: WWW.rideuta.com/Doing-Business/FTA-5310-Grant-Program

2.5. Tips for a successful Application

The grant writing process can be daunting, but it is imperative to write a compelling and concise application to acquire funding on the first attempt. Go to www.nationalrtap.org and search the resource library for 101 Webinar Series – Grant Writing to help you be prepared and write a successful grant!

Plan in Advance

Plan your grant proposal.

Determine project need and identify the scope of the project, the support from the community, long and short-range impact, and overall budget and project cost estimates. Planning the grant proposal in advance will help create a thorough application and demonstrate a compelling argument for project need.

- Who are your customers? What are the community's needs? Does this project fit into a local plan or a larger master plan?

Determine project cost.

- What is the total project cost? How much funding will be needed for start-up and continuing operations? Are local matching funds available? What is my project schedule? How will inflation impact the project financially?

Determine community impacts.

- Will the project increase ridership, mobility, and/or multimodal accessibility? Will there be economic development and better access for Seniors and Individuals with disabilities development and better access to jobs?

Determine project support.

- Do I have local agency and community support? Does the project leverage stakeholder partnerships? Does the project have local, state, and federal political support? Do I have documentation of support (e.g. letters)?

Provide thorough narrative detail

Once the outline is drafted, it's time to provide thorough narrative detail and data to support all sections of the outline. Be sure that the project scope is clear and concise. Do not overwhelm the reader with superfluous information. The narrative should always support the project need statement and the scope of work.

- Craft a clear project scope.
- Provide a complete and coherent funding strategy with budget breakouts.
- Include letters of support from the community, local delegations, and businesses.
- Provide details on the project benefits and community impact.
- Include human interest stories about real events and people.
- Demonstrate your knowledge, experience, and technical capacity.
- Provide a project timeline.

QUICK GRANT WRITING TIPS:

Revise, edit, and clarify. Put it aside – let it cool, then go back and reread. Does it make sense? Are there gaps? Get a second reader, especially someone who is not familiar with the project.

Simplify, but don't generalize. Stick to main points. Present ideas concisely.

Don't get bogged down. Move to other part of outline if stuck. Circle back to become clearer. Do not let yourself become overwhelmed.

Don't exaggerate. Describe manageable problems. Propose doable solutions.

Avoid repeating exact phrases from grant guidelines but be sure to follow the instructions and keep the funder's mission in mind.

Submit and Follow-up

Submit a complete grant application and follow-up on its status regularly. It's worth taking the extra steps to investigate how the submission process works before the deadline looms close. If there is a technology problem or error when submitting the application and sections are deleted or entered incorrectly, it may count as an automatic disqualifier for award consideration. If you do receive an error message, contact the 5310 Administrator as soon as possible.

- Don't miss deadlines – check submission dates and mark them on your calendar.
- Stay in contact – stay abreast of announcement dates and know the key grant contacts.
- Follow-up on your proposal and ask for feedback if your grant was not funded.

Like anything, mastering the skill of grant writing comes with practice and patience. A project can be important and worthwhile, but if the proposal is mediocre and doesn't present the project well, it will be passed over. The principles outlined will help guide you through the steps to produce a successful grant application.

Good luck!

3. APPLICATION PROCESS

3.1. Notice of Funding Opportunity (NOFO)

Every two years UTA will have an application cycle for the FTA 5310 grant. Once our office receives the notice of funding from the FTA, we will issue a formal announcement of the availability of Federal funding for each UZA in Utah. The announcement invites applications and provides information such as the total dollar amount available for each UZA, the time and location of Grant Application Workshops, and submission deadlines. The NOFO will also include a link to the Pre-Application. You can start on it immediately or wait until after the Application Workshop.



3.2. Pre-application

A Pre-application, also known as a letter of intent, is required for all applicants. This is available in ZoomGrants and is due on January 15th. The pre-application UTA to quickly assess if your agency is eligible for the FTA 5310 award and your project is eligible for funding. If your pre-application is not acceptable, or your project or agency do not qualify, UTA will contact you and advise any corrections or reasons for denial. The pre-application must be clear and concise. Avoid jargon, adjectives, and flowery subject statements that are not supported by facts.

Please State clearly what you will be requesting (vehicle, operations, technology, etc.) and how much you assume your total project will cost, and the amount of Federal funds you are requesting. You will be given a limit of 1,000 characters to provide an overview of your agency and services your agency provides. You will be given a limit of 500 characters to describe your project including what you will use the vehicles or operating funds for, what conditions or places you plan to drive the vehicle, how many people you will intend to transport, etc. You can also upload any supporting documentation or letters you think are necessary.

Your pre-application must include:

- Statement of need. The “why” of the project.
- Project Activity. The “what” and “how” of the project.
- Outcomes you hope to achieve and how you will evaluate those outcomes.
- Budget

3.3. Risk Assessment

If you are a current subrecipient and have had a risk assessment completed in the past year, you do not have to do one. We will evaluate your current risk assessment on file and give you a score based on your past compliance. If you are a new applicant, you need to self-evaluate by filling out the risk

assessment. The Risk Assessment form is located in the library section of the ZoomGrants application. You must fill it out on your computer and upload it to your application.

Monitoring levels and monitoring needs are established by the Pre-Award Risk Assessment. Subrecipients will fall into one of the following risk areas: Low, Medium, and High Risk. Grants will have greater monitoring or less monitoring depending on the agencies level of risk.

3.4. Application Walkthrough

This section will provide you with screen shots of the ZoomGrants Grant Management Software you will be using to apply, and examples for your Pre-Application and Application.

Four ZoomGrants Tips:

1. *ZoomGrants University (ZGU)* – ZoomGrants users can access the knowledge base for self-training and troubleshooting at any time by clicking the HELP link at the top of any application. Click the ZoomGrants University button to go to ZGU.
2. *The Auto-Save Feature* - ZoomGrants automatically saves your progress, so you can log out and log back in as many times as you need to in order to complete your Application. **YOU DO NOT NEED TO COMPLETE YOUR APPLICATION IN ONE SITTING.** Whenever you make a change in a field then click outside of that field or change your selection in a radio button, checkbox, or dropdown menu, you'll see a flash of the 'Saving' screen as your change is being saved.
3. *The Tab System* - ZoomGrants predominantly uses a tab system to set apart the different sections and features of the system. You can click on each tab to access the content housed there.
4. *The Check for Completion* – ZoomGrants will double-check your Application to ensure that it is complete before the Application is submitted. This means that every required question field in the Application as it appears online in your ZoomGrants account must be completed, including any Document Requests that are marked as 'required'.

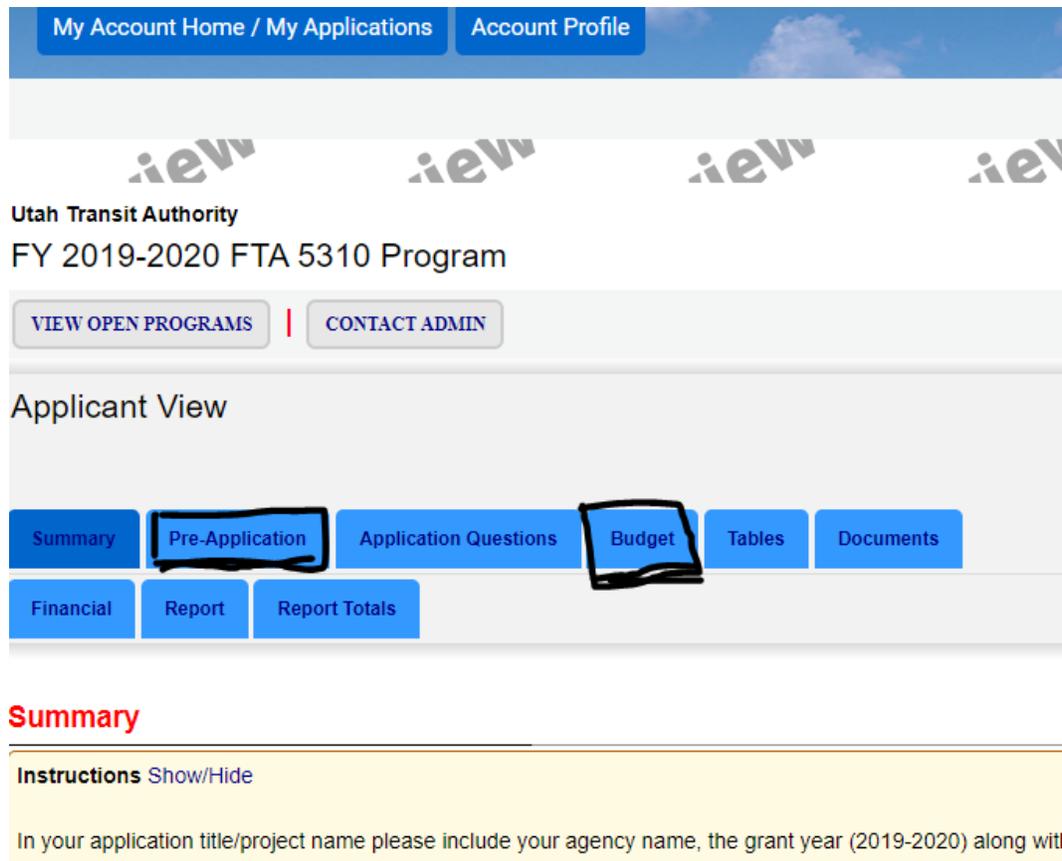
GETTING STARTED

Before you begin the application process you must get access to ZoomGrants. Your agency can only have one account but can add as many users as needed. If you are unsure if your agency has a ZoomGrants account already, you can call ZoomGrants and ask them to look it up. Each agency has an assigned 'Application Contact' and they are the only person who can submit an application, add collaborative users, and edit users access.

If your agency has never used ZoomGrants before and does not have an account, you must visit the UTA ZoomGrants homepage and create a New ZoomGrants Account.

If you do have an account, log in and then look at the Open Programs list on the UTA ZoomGrants page. Find the grant you wish to apply for and click it to enter the application tabs.

PRE-APPLICATION



The above photograph shows an example of what you will see after you click the opportunity you are applying for. First, you will want to fill out the Summary Tab which provides basic information about your agency. Next you will fill out the Pre-Application tab and the Budget tab.

Make sure you follow the application naming conventions. (*agency name/grant year—2021 - 2022-2023/project description (vehicle, vehicle and operations, etc.)*)

This pre-application will open on December 15th and close on January 15th. UTA will contact you within that time if your pre-application is not qualified. Your pre-application must also include your risk assessment if we do not have a recent (within 1 year) risk assessment on file for your agency.

The pre-application and risk assessment will look at the following factors:

- Financial stability
- New or modified financial systems
- Prior experience and performance
- Prior audit results
- Clearly defined Project Implementation Plan
- Entity not suspended or debarred

SUMMARY TAB

Enter your contact information, the contact information for your organization, and general application information. (There is a place for you to add more names and titles of people in your agency under the 'tables' tab)

APPLICATION

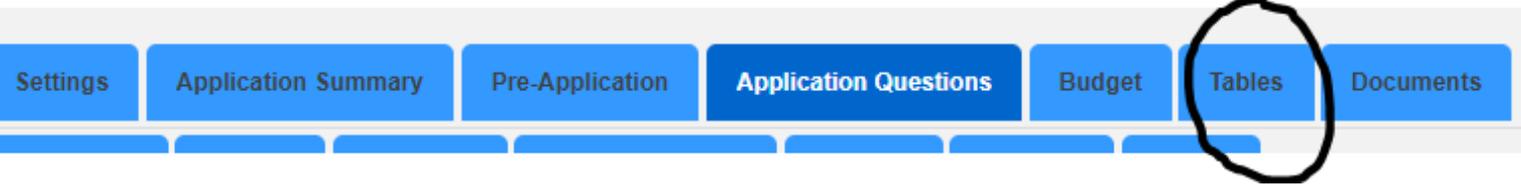
On January 20th the Application Questions will be open. You can log back into your open program, and click on the Application Questions tab. Below is a guide to walk you through each question on the Application tab.

1. **What is the total amount of federal funds (from all sources) that your agency received in the last fiscal year?** This question is required and must be in a dollar amount.
2. **What percentage of your total budget comes from federal sources?** Based on that dollar amount, and your total budget for the last fiscal year, find what percentage came from federal sources.
3. **Have you received FTA 5310 funds in the past?** Please explain if you received them from UTA or UDOT, what year, and what you received.
4. **Provide a brief description of your agency's transportation services or transportation related program including eligibility requirements if any.**

Example: "Transportation services are critical to our patient's success. In order to meet their treatment objectives, patients must be able to access resources in the community, including places of employment, medical care facilities, volunteer programs, etc. Our services provide a variety of accessible and non-accessible vehicles, qualified and trained drivers, and access to a variety of resources and opportunities in the community. Our transportation program requires patient's to be enrolled in our transportation program, and to be a full-time resident at our facility, to be eligible for rides. Our transportation program runs on-demand services, and patients can schedule a ride by filling out a ride request form in our office. Our trips are generally short distances within the downtown Salt Lake City area. One of the vehicles we are requesting will be used primarily for going to Park City for residents who volunteer at Sundance and will require four-wheel drive and be able to hold 8-12 passengers."

5. **Does the Agency:** please select one of the following from the options provided, that best describes your agency. If your agency uses its own vehicles and third-party vehicles, please select provides trips in own vehicles.
6. **How many one-way passenger trips does the agency currently provide annually?** Please estimate the best to your ability. If you currently have vehicles in the FTA 5310 program, you can check your quarterly reports to find the numbers you provided in the past.
7. **Which types of trips does your agency currently provide?** For this question you can choose as many trip purposes as you want and add more in the 'Other' option.
8. **Which days does your agency provide transportation services?** Please select all the days transportation services are available. If your agency does not provide transportation services, choose None currently. If your agency only provides services on Holidays, or special events please choose other and explain when your services are available.
9. **What are your hours of operation for transportation services?** This is an open-ended question. Please explain how you determine hours. Are the hours set every day? Does it depend on request?
10. **Does the agency charge a fare, and if so, how much?** Please provide a dollar amount or explanation about how price is determined or paid for. Also please be sure not to include any revenue made from fare charges in your Total Project Cost. If your agency does not charge fares, please write N/A.
11. **Does the agency request donations for transportation, and if so, how much?** How much is the amount suggested for donation, and how much was made in donations for rides in the last fiscal year? If this does not apply to your agency write N/A.
12. **Does the agency own and operate vehicles for transporting passengers?** If your agency currently owns vehicles, even if they were not purchased with 5310 funds, you will need to fill out the Fleet Inventory table in the 'Tables' tab, and also upload your completed Asset Management Form if you currently have any FTA 5310 vehicles in your fleet.
13. **Application Categories** Choose the category type that your project is. If it is a project that will only be done by your agency, or if this is a collaborative project between multiple agencies.
14. **Project Type** Refer to Section 2.1.4 of this booklet to help you decide your project type if you are not sure.

15. Are you requesting a vehicle(s)? If you are applying for a vehicle, you must fill out the Vehicle Selections table. You can go to the top of your application (it will save your place) and click the tab marked “Tables”.



Once you are in the Tables tab, scroll down to the Second Table. Here you will enter the number of vehicles next to the vehicle type you are requesting. Please note that you will not be able to change your vehicle request after your award for the vehicles requested has been made.

Vehicle Selection

You MUST fill out the vehicle selection table if you are requesting vehicles. Once vehicles are awarded NO changes to vehicle types will be allowed. Please check the vehicle catalog(s) and information from the application workshop to ensure you select the appropriate vehicle type. If you are requesting a non-accessible vehicle you MUST attach certification of equivalent service, and a letter justifying need.

Type of Vehicle	Number of Replacement	Number of Expansion	Total Number of Vehicles
22 foot 12 passenger bus			
24 foot 14 passenger bus			
8-10 passenger accessible van			
10-12 passenger accessible van			
14 passenger accessible van			
Accessible minivan			
Non-Accessible Minivan			
5 passenger sedan			
Other: specify			
Total	0	0	0

16. Other capital request – briefly describe what is being requested: please explain any other capital purchases such as radio equipment, lift replacement, refurbishment, hardware, etc. If you are not requesting any other capital write N/A.

17. Which populations will be served by the project? Please check all that apply to your agency. Note that 5310 Funds can only be used to serve seniors and persons with disabilities. However, individuals within these populations may overlap with other population groups such as veterans, low income individuals, and persons recovering from substance dependency.

18. Will the project provide trips? Will the project you are currently applying for provide trips to seniors or persons with disabilities? If yes, please write a numeric goal of how many trips you hope to provide in this project. You will use this numeric goal as a measurement on your yearly reports to analyze how your project is doing.

19. Is this project: please select which option matches your project best. Is this a new project? Is it a project we have funded in the past and you are just adding to it? Is this a project you started with other funding, but are now seeking FTA funds to continue or improve that project?

20. Describe the need for your project and what transportation gaps your project will fill.

Example chosen from First Step House: *“Our community is facing a public health epidemic: Utah ranks 8th in the nation for drug overdose deaths, with 24 people dying each month from a preventable opioid overdose death. Tragically, even when someone is seeking help, becoming connected to treatment services is difficult for a person with limited resources. The Utah Department of Substance Abuse and Mental Health indicated in its 2016 report (the 2017 report is pending publication) that Utah's public substance abuse treatment system is currently serving only 10% of those in need. In 2016, this equated to leaving over 120,000 adults who needed treatment for drug abuse or dependency without treatment. First Step House (FSH) is one of only a few nonprofit agencies in the greater Salt Lake area dedicated to providing low and no-income individuals with substance abuse treatment who otherwise would not be able to access these services. Due to the ever-increasing need, we consistently have over 100 people on our waiting list each month for residential treatment. For those who can access treatment, FSH is committed to providing evidence-based tools and support to ensure lasting success in residential treatment, outpatient treatment, and long-term recovery management. In order to respond to the increasing need in our community, FSH is committed to expanding capacity and ultimately achieving our goal of serving 5,000 people per year by 2028. As we continue to grow as an organization and serve more individuals per year, our transportation demands are rapidly increasing. Many patients enter FSH homeless, unemployed, and with numerous barriers to overcome. Upon admission, every FSH patient works with a case manager to assess his needs. Transportation is often a high priority, as most of our patients do not have a personal vehicle due to financial barriers or a behavioral health condition. FSH’s Transportation Program is an essential component of our provision of services, enabling our patients to receive the mobility they need to access critical treatment services and build lives of meaning, purpose, and recovery.”*

21. Describe how your project will meet one or more strategies identified in the coordinated plan:

Example : *“3) Addressing Service Gaps: Wonderful Agency will be promoting the use of public transit, through our trained case management staff, with our population (including seniors, veterans and persons with disabilities) and helping them navigate both internal and external transportation programs.*

Case managers will ensure that eligible clientele are knowledgeable and able to navigate the public transportation system in the most efficient and safe manner.” This is an example of one strategy. Please try to list as many as you can that your agency’s project will meet for the most points possible. 10 points possible.

22. Describe how your project fits into one or more of the identified projects in the coordinated plan

Example: *“1) Wonderful Agency’s Transportation Program fits into the New Vehicles project by using FTA 5310 grant funds to expand our transportation fleet by acquiring two new vehicles to increase availability levels and address our organizational expansion and growing client population.*

2) *Wonderful Agency's program fits the Funding project of the Coordinated Plan with our commitment to continue our fundraising efforts to support the Transportation Program with bus passes and case management services to provide our clients with critical transportation services.*" This is an example of two identified projects. Please try to list as many as you can that your agency's project will meet for the most points possible. 10 points possible.

23. How many 2019 Local Coordinating Council meetings have you or your agency attended:

Remember, participation in the LCC's is mandatory and attendance is taken at each meeting. The more meetings you attend, the more points you can receive. 2 points for each meeting, 10 points possible.

24. Describe any current formal or informal partnerships your agency has with other human service and/or transportation agencies to collaborate on the provision of transportation services. You

are welcome to upload any written agreements or Letters of Commitment you have, to support this question. If you do have partnerships, you will receive an extra 5 points for this question. Please include an explanation summary such as: *"Wonderful Agency has a formal commitment to The Seniors in Utah Center and the Salt City Medical Center to transport clients from the care center to their medical appointments at the Medical Center hospital. Please see attached contract with description of transportation commitment on page 4 in red text."*

25. Please describe how this project is a collaboration with other human service and/or transportation providers. Example :

"Wonderful Agencies project is a collaboration with the MPO. We will receive the vehicles and manage them, and MPO will apply for funds and manage the grant operations. We work to collaborate as much as possible and hope to increase access and efficiency through our project. The vehicle we are requesting will be used to help bring agencies along the Wasatch Front access to transportation through this collaboration project."
OR *"This is not a collaboration project with any human service or transportation provider."*

The next FOUR questions (26-29) are your Project Work Plan. Please provide as much detail as possible.

26. Please Describe your project: In this section, please provide goals and any gaps filled by your project. Include what you will be using your award for, and how that will help you achieve your goals. Explain any metrics or measurables to conclude if your goals were met at the end of your project. Example: *"The goals of the Wonderful Agency's Transportation Program include:*
1) Increase access for our clients to transportation services that will reduce barriers to job accessibility, meet the needs of our growing population, and increase mobility;
2) Promote the utilization of UTA and alternative forms of public transportation available in our community to increase self-sustainability and independence for our clients as well as improve the safety of our community. Our ultimate goals are to increase access as well as increase independence for those with limited resources and mobility. We hope to train 10 people a quarter on how to use the UTA system through Travel Training. Our goal for Operations expenses, is to use \$1,000 a month for Driver Salary and Maintenance expenses on vehicles. If we meet this financial

goal, we will have spent all our Operations funds within the next two years.”

27. Staffing Plan: Please list your staff and their qualifications. This includes any staff that will help with management of the award, reporting, vehicle management, etc. Please describe any experience with managing grants. Please include the amount of time your staff has been with your agency. If you will need to hire more staff, please describe the qualifications you will be looking for and what their job description will be. Example: *“Wonderful Agency currently has three full time drivers, a fleet manager, and two part time drivers. Our Fleet Manager is Ron Swanson and he is a qualified mechanic with 8 years of experience with our agency and 5 years’ experience as a mechanic for a transportation company. Our Grant Manager who will be billing all our operations and handling reporting is Leslie Knope. She has 10 years’ experience with grant writing and management. We plan to hire 3 new full-time drivers within the next year. Those drivers must complete a comprehensive training program and attend URSTA conferences 2 times a year. They do not need experience as drivers, as long as they have clean driving records and a CDL. We hope to find drivers with experience working with seniors and/or persons with disabilities.*

Our agency has handled Federal Grants in the past and have worked with UTA for 3 years receiving 5310 funding.”

28. Technical capacity to complete the project: Please describe your agency’s ability to complete your project and any experience your agency has with similar projects. ALSO, if your agency uses specific programs for managing funds (such as QuickBooks) please describe what those are, and any other software you will be using for your project. Please include discussing your financial capacity to handle the project such as providing local match funding. Example: *“Wonderful agency keeps all financials using QuickBooks and has a team of qualified accountants. We accurately maintain and record vehicle usage and condition in RidePilot. We also use RidePilot as a dispatching software for our vehicles. We have (agency staff name) to complete our quarterly reports to UTA, and bill for Operations. She will be using ZoomGrants to report and manage the budget and has 3 years’ experience using that program. We already have policies and procedures in place for management and continuing local match provided through our formal partnership with “ ETC.*

29. Implementation plan: Please describe how your agency will implement this project including a project timeline and milestones. Example: *“If awarded the Wonderful Agency will use its new vehicles for a program to take people with disabilities to doctor appointments across the Wasatch Front. We will develop more internal policies if needed, but we already have comprehensive driver training and vehicle management policies. We have a website containing all our policies including ADA and Title VI. Timeline: by Oct. 15th we will begin our hospital trip program. By June 25th all our clients will have seen the doctor. In July we will evaluate service gaps. By the end of 2022 we will have used all of our Operations and be preparing to apply for more funding. Our milestone goals include: Each quarter we hope to train 10 clients to ride the UTA system, and provide 40 trips total.” ETC.*

This section is your Performance Measures. You either need to answer Questions 30 and 31, OR 30 and 32. Number 32 must be answered if your project is not providing one-way trips. Please

answer with what you hope the project will serve within the timeline of your project. If your project will last 2-years, answer how many you hope to serve within 2 years.

30. What is the total number of seniors and/or disabilities this project will serve?

Example: 200 Seniors and 500 people with disabilities (subtotal will be calculated = 700 people) If your project is not providing trips, please enter '0'.

31. What is the total number of one-way trips the project will provide? Just give a numeric answer.

This will be your goal for your project. For example, Wonderful Agency stated that they hope to provide 40 one-way trips per quarter. If their project will be 2 years long, their goal will be 320 one-way trips. If your project will not provide trips, put N/A.

32. How will the project impact the availability of transportation services as measured in geographic coverage, service quality/times, and/or additions/changes to physical infrastructure, technology, or vehicle enhancement to current service? This question does not need to be answered if your project is providing one-way trips (you answered for number 31). Example: *“Wonderful Agency will be contracting a construction company to build accessible bus stops in our community. This will expand transportation services, increase times, and provide more accessibility.” ETC.*

3.5 Application Documents

Documents required to upload with application:

- Federal Tax information indicating 501(c)(3) status or government entity (Or certification that there are no nonprofit organizations able to provide service)
- Completed W-9 with Taxpayer ID for payments
- Board Authorization/Resolution granting authority to and designating appropriate individual to sign contract with UTA
- FFATA Checklist
- ADA Questionnaire
- ADA policies and procedures, notice to public
- Driver Training Policies and Procedures
- Drug and Alcohol Policy
- EEO Policy
- Letter of Commitment of Local Match
- Current FTA Certifications and Assurances
- Certificate of Equivalent Service (if acquiring non-accessible vehicles)
- Financial Audit or statement
- Title VI Plan with LEP, notice to public
- Fleet inventory (upload or fill out table in application)
- If you are a Government Agency – State designation as an agency responsible for providing services to seniors or individuals with disabilities, or certification that there are no non-profit agencies available to provide service.

3.6 ZoomGrants Frequently Asked Questions

3.5.1 Application Owners, Collaborators, and Additional Contacts

On the applicant side of ZoomGrants, there are three sets of users who can be associated with an application:

1. One **Application Owner**
2. Unlimited **Collaborators**
3. Unlimited **Additional Contacts**

Application Owner

An **application owner** “owns” an application in that it is accessible in their account, and they are the only user that can archive, delete, or submit the application as well as control other users’ access to it.

Keep an Organization's Applications in One Applicant Account

For **applicant organizations**, we recommend that the person who signs up for the applicant account (and therefore becomes the application owner for all of the applications in that organization’s account) is the person who will be primarily responsible for creating, submitting, and managing the organization’s applications. Alternately, if more than one person should have access, we recommend setting up login credentials that everyone can share, perhaps using a generic email address and password.

Collaborators

Collaborators are invited to work on other’s applications. Any email address can be used to invite someone to be a collaborator on an application, including those email addresses used applicants, admins, and reviewers who already have their own ZoomGrants accounts.

Collaborators

Collaborators can only edit application data (answers). They cannot submit, archive, or delete this application.

Email Address	First Name	Last Name	Title	Editing Access	Status
Application					
<input type="text" value="Email Address"/>	<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="Title"/>	<input type="checkbox"/>	<input type="button" value="Invite"/>
<input type="checkbox"/> Add to Additional Contacts (below)					
collaborator@zoomgrants.com	Chadwick	Von	Collaborator	<input checked="" type="checkbox"/>	✓ <input type="button" value=""/>

Additional Contacts for this Application

Additional Contacts will be copied on all emails sent to the application owner regarding this application. Enter ONLY email addresses separated by a comma. No names. No titles. No phone numbers.

If the person invited doesn't already have an account, we'll create a collaborator account for them automatically. Existing applicants will have access to their own applications *and* their collaborator applications just by logging in as usual. Reviewers and admin users can access the applications by logging in on the Invitations page – <https://ZoomGrants.com/Invitations.asp> – or by logging into their usual accounts, and checking the bottom of the My Account page.

Application Owners Control Collaborator Access

Applicants are in complete control over who has access to their applications. They can invite collaborators and revoke or update their access permissions in any of their applications.

Collaborators Cannot Submit Their Own Applications

Collaborator accounts cannot be used to create applications, so users who will need to also own their own applications should create an applicant account *before* being invited as a collaborator on someone else's applications.

Additional Contacts

Users can add any email address to the **Additional Contacts** field to include that person in all email notifications that are sent out regarding that application. Just list each email address, separated by a comma and a space. Applicants can also add users as additional contacts as part of the process when they add them as collaborators.

Application owners and administrators can update or add email addresses in the Additional Contacts field in any application.

To add an additional contact, open up the application and click into the first tab. Scroll down to the Additional Contacts field and add the email address(es). Click outside the box to save the new address(es).

3.1.2 I'm an additional contact and/or collaborator on an application and I have received multiple copies of an email.

As an additional contact, you will automatically be sent a copy of all emails sent out for that application. As a collaborator, you will receive a copy of emails sent out if the program admin chooses to include you as a contact.

You may receive several copies of an email if...

... you are an additional contact and the applicant or admin has inadvertently added your email to the Additional Contacts box multiple times. In this case, contact the application owner to request that the duplicated email address be removed.

... you are a collaborator with multiple access permissions and the administrator has chosen to send a copy of an email to collaborators with those permissions. When sending emails, administrators can choose to include the collaborators, indicating that they want to send a copy to the application collaborators, financial collaborators, reporting collaborators, and/or contract collaborators. If you are in one or more of those categories and the admin has chosen to send emails to multiple categories, you may receive several copies of that email. In this case, you can delete and disregard the additional copies.

... you are an additional contact and a collaborator and the admin has included collaborators. In this case, you can delete and disregard the additional copies.

3.1.3 I am a grant writer or represent multiple organizations or people. How can I use ZoomGrants?

If you submit applications on behalf of multiple organizations or people, we're glad you're here, reading this article.

Applicant accounts are tied to a single organization or person.

Each applicant account that is created is associated with **one** email address and **one** organization or individual. The application contact and organization information found in your Account Profile as well as in the first tab of any application that you create in that account, is tied to the account. Changing the contact or organization information in *any* application in your account, will result in the same update being made to *all* applications in that account. This makes it easy for the majority of our users who only represent one organization to ensure that all of their applications always contain the latest version of their contact information.

When you sign up for an applicant account and submit applications on behalf of an organization or person, you cannot use that same account to submit applications on behalf of something or someone else.

Each organization or person needs their own account.

Because each account is tied to one organization or person, individual accounts must be created, using separate email addresses, for each organization or person. If you're a grantwriter, you can get the email addresses from your clients and set up their accounts for them. If you're submitting on behalf of different organizations, you may need to set up several email accounts or email aliases so that each ZoomGrants account has its own unique email address.

Other folks who need access to the applications can be added as collaborators.

Once the accounts are set up, you (or the account owner) can start the application(s) in the accounts. In each application, [collaborators](#) can be added to contribute to the application via their own account.

Collaborators are users who can access an application from a separate account. They can work on applications in many other users' accounts in their single collaborator account.

Collaborator access will give the collaborative user(s) the ability to work on the fields in the application (except the Applicant and Organization Information fields in the first tab of the application – those are editable only in the applicant account) and upload documents.

Collaborators cannot **submit** the applications they have been invited to work on.

The final submission of the application takes place in the applicant account, so be sure that they (or you) have access to the original account in order to submit the application. Later, if the application is approved, collaborator access can be updated in the applicant account to give you access to sign the contract or submit invoices or post-funding reports within that application.

3.1.4 The person who controlled our account is leaving or has left our organization. What now?

Gaining Account Access

The best way to retain access to your organization's primary applicant account is to **be proactive**. Make sure that you have a plan for who will take over the account when the primary applicant leaves and how the login credentials will be shared with your team.

- Ask that the person who is leaving share their login credentials with you.
- Update the account credentials for the new person who will manage the account.
- If the new email address to be tied to the account is *not* already in the system, request that they update their account credentials.
- If the new email address to be tied to the account *is* already in the system, submit a request to merge the two accounts or to move the applications from the old account into the other account.
- Use a generic email address and password on your applicant account, if multiple people need full access to the application or if you anticipate a high level of user turnover.

Requesting Account Access

If the person has left your organization and you do not have access to the account or to their email inbox to retrieve a password reminder, you can submit a request to have the account transferred.

Visit [Help.ZoomGrants.com](https://help.zoomgrants.com) if you have more questions about applications. Or if you need to contact ZoomGrants for help: Questions@zoomgrants.com
(866) 323-5404

3.7 Correction Opportunity

Between March 10th and March 20th, we will reopen applications that have errors or missing information. You must correct any errors and resubmit within that time or your application will not be accepted. During this time, we are also available to answer any questions, or help you correct these errors. After March 20th, scoring and ranking of applications will begin and you will not be able to make any changes to your application.

3.8 Scoring and Ranking Process

Each application is reviewed and scored by the CM office, on UTA's Grant Management System. Projects will be scored based on the criteria in the table on the next page.

The LCC's within each UZA will choose a Grant Management Advisory Team (GMAT) to represent them in the final decision-making process. After the UTA 5310 staff have scored and provided recommendations for each application, the GMAT committee members will receive access to view the applications using the UTA Grant Management Program. Each applicant will get an opportunity to discuss their projects in a GMAT meeting before final decisions are made (typically at the April meeting). GMAT will make final awards based on the evaluation criteria and staff recommendations. Awarded applications will be finalized in the program of projects (POP) document that will identify the subrecipients and projects for which UTA is applying to FTA for financial assistance.

(SEE NEXT PAGE FOR SCORE CHART)

FTA Section 5310 2022 Application Scoring Rubric

Category	Question	Score Range	Excellent 100%	Good 75-90%	Satisfactory 50-75%	Poor 0-50%
1-Coordination requirement <i>(You will need to read the Coordination Plan to answer these questions.)</i> How does the project (what you are applying for) address the needs and strategies identified in the 2021 Coordinated Plans? FTA requires that the project address at least one need/strategy <i>(Your answers to the below questions should not be a list of the needs/strategies/projects but a narrative answer explaining the relationship of your project to the coordinated plan)</i> 30 Points Total	Describe the need for your project, and what transportation gaps your project will fill. (10 pts) <i>(provide detailed information about the specific identified gaps in the coordinated plan and how that relates to the specific needs your project will address)</i>	0-10	9-10 pts Identifies multiple gaps and needs in service and clearly defines how the project will fill those gaps.	7-8 pts Identifies multiple gaps and needs in service and vaguely explains how the project will fill those gaps.	5-6 pts Identifies only one gap or need in service and lacks a clear connection to the project.	1-4 pts Does not identify any specific gaps or needs and lacks a clear connection to the project.
	Describe how your project will meet one or more strategies identified in the coordinated plan. (10 pts) <i>(Provide detailed information about how your project will address the strategies identified in 1.1.1, or other strategies identified in the coordinated plan)</i>	0-10	9-10pts Identifies multiple specific strategies from the coordinate plan and relates the project to them clearly.	7-8 pts Identifies multiple strategies from the coordinated plan, and vaguely connects them to the project.	5-6 pts Identifies one or two strategies from the coordinated plan and lacks a clear connection to the project.	1-4 pts Does not identify any specific strategies and lacks a clear connection to the project.
	Describe how your project fits into one or more of the identified projects in the coordinated plan. (10 pts) <i>(Please describe specifically how your project fits into one or more of the projects identified in the coordinated plan)</i>	0-10	9-10pts Identifies multiple specific projects from the coordinate plan and relates the project to them clearly.	7-8 pts Identifies multiple specific projects from the coordinated plan, and vaguely connects them to the project.	5-6 pts Identifies one or two projects from the coordinated plan and lacks a clear connection to the project.	1-4 pts Does not identify any specific projects from the coordinated plan and lacks a clear connection to the project.
2-Commitment to Collaboration	How many LCC meetings in your area did you	0-10	(8-10 meetings) 8-10 pts	(5-7 meetings) 5-7 pts	(1-4 meetings) 1-4 pts	(0 meetings) 0 pts

<p>How does the project demonstrate commitment to collaboration?</p> <p>20 Points Total</p>	<p>attend in 2020 and 2021. 1 pts per meeting</p>					
	<p>Describe any current formal or informal partnerships you have with other human service agencies to collaborate on the provision of transportation service in general.</p> <p><i>(do not count partnerships that are unrelated to the transportation services you provide)</i></p>	<p>0-5</p>	<p>4-5 pts Agency has multiple partnerships with human service agencies to provide transportation services.</p>	<p>3-4 pts Agency has at least 2 informal or 1 formal partnership with human service agencies to provide transportation services.</p>	<p>2-3 pts Agency has at least 1 partnership with other human service agencies to provide transportation services.</p>	<p>0-1 pts Agency has little to no partnerships in the community.</p>
	<p>Please describe how this project is a collaboration with other human service and/or transportation providers.</p>	<p>0-5</p>	<p>4-5 pts Has multiple collaborations</p>	<p>3-4 pts Has 1-2 collaborations</p>	<p>2-3 pts Has 1 collaboration</p>	<p>0-1 pts Is not collaborating with other providers</p>
<p>3-Project Work Plan: Must include the following (5 pts each)</p> <p>30 pts total</p> <p><i>(Please provide a separate document which addresses each of the following)</i></p>	<p>Project description and staffing plan <i>(Summarize the specific goals of your project and the transportation gaps/needs it will fill; how will the grant award meet your goal; List key staff who will be responsible for implementation of your award, their qualifications and experience)</i></p>	<p>0-10</p>	<p>9-10 pts Summarizes specific agency goals, identifies gaps, and explains how they will be met/filled. Provides qualifications of key staff working on the project and their qualifications</p>	<p>7-8 pts Summarizes some goals and gaps, vaguely explains how they will be met/filled; provides some qualifications of key staff and gives vague examples of past success and staffing plan for the current project</p>	<p>5-6 pts Summarizes goals and gaps but doesn't explain how the project will met/fill them. Agency has limited qualification and gives little to no examples of past success or division of workload.</p>	<p>0-4 pts Does not summarize goals/gaps or how the project will meet them. Agency does not explain qualifications and gives no examples of success. Does not explain who will be handling vehicles, reporting, etc. handling vehicles, reporting, etc.</p>

	<p>Financial Capacity <i>(What experience does your agency have managing federal grant awards; describe your agency's accounting system and how you will track grant funds separately; What is your financial audit history; Are you eligible to receive federal funds; What is your plan for sustaining the project when the grant ends.)</i></p>	0-10	9-10 pts Agency has significant experience managing grants, good accounting practices, has never been suspended from receiving federal funds. Has a clearly outlined management process.	7-8 pts Agency has some experience managing grants, has a brief outline of accounting and financial management, and has never been suspended from federal funds.	5-6 pts Agency has limited experience, lacks clear outline of management process or experience, does not explain their past with grant management clearly or accounting practices clearly.	0-4 pts Agency has no experience or has been suspended or debarred in the past from receiving funds. Agency does not explain management process.
	<p>Technical capacity to complete the project <i>(What is your agency's experience managing this type of project; provide information about your experience with transportation projects including examples of prior projects.)</i></p>	0-5	4-5 pts Agency has significant experience managing this type of project.	3-4 pts Agency has some experience managing this type of project	2-3 pts Agency has limited experience managing this type of project	0-1 pts Agency has very little or no experience managing this type of project.
	<p>Implementation plan <i>(Please describe the specific steps your agency will take to complete the project and how that will meet your project goals listed above. Specific timeline and milestones.)</i></p>	0-5	4-5 pts Agency clearly describes specific steps they will take to reach their goals	3-4 pts Agency briefly describes some steps they will take to reach their goals	2-3 pts Agency describes some goals, but it is not clear how they will reach them	0-1 pts Agency lacks goals and does not explain any steps
4--Performance Measures (10 points for each performance measure	Question 4.1 What is the total number of seniors and/or individuals with disabilities	0 or 10	10 pts Gives number			0 pts Does not give number

with a maximum award of 20 pts)	this project will serve?					
AND	Question 4.2 What is the total annual number of one-way passenger trips the project will provide? -OR answer 4.3	0 or 10	10 pts Gives number			0 pts Does not give number
	Question 4.3 How will the project impact the availability of transportation services as measured in geographic coverage, service quality/times, and additions/changes to infrastructure, technology, or vehicle enhancements to current service?	0 -10	9-10 pts Agency clearly defines the impact or changes this project will provide.	7-8 pts Agency briefly describes some impact or changes this project will provide	5-6 pts Agency lists some impacts briefly but doesn't explain how the project will affect it.	0-4 pts Agency does not define impacts or changes.

4. AWARD OF FUNDS

4.1 Award Letter

After the final approval of projects, your agency will receive notification via ZoomGrants and a formal letter in the mail advising you of your award. If your project has been approved, and your funds have been awarded, UTA will send your award information to the FTA and begin to draft subrecipient agreements between UTA and your agency. Subrecipient agreements will be sent out typically in September of that year.

4.2 Subrecipient Agreements

The subrecipient agreement is slightly different than a contract, because your agency is not contracted to produce a deliverable. Here are the determining factors:

Contractor (vendor):

- Provides goods and services within a normal business operation to many different purchasers
- Normally operates in a competitive environment
- Not subject to compliance requirements of the Federal (or other) program

Subrecipient:

- Performs eligibility determinations for participants
- Performance measures required
- Must adhere to applicable program requirements
- Uses funds to carry out a program for a public purpose (Federal awards)
- FFATA reporting on Federal awards (\$25,000 threshold is required) (UTA reports to the FFATA on subrecipients behalf)

There are specific requirements by the FTA for what items must be included in the subrecipient agreement.

- Federal Award Identification Data Elements
- All requirements imposed by the pass-through entity (UTA) as outlined in the terms and conditions of the Federal award.
- Additional requirements for the pass-through entity (UTA) to meet its responsibility (financial and performance reports to FTA)
- Due dates of performance and financial reports
- Details of what should be included in reports
- Access to records and financial statements by pass-through entity (UTA) and auditors
- Additional special conditions, such as, reimbursement basis, more detailed reporting, prior approvals
- Approved Indirect Cost rate or other negotiated rate

- Closeout requirements

Your agreement will also include the Federal Certificates and Assurances for that year, a budget outline of your award, a scope of work, and a start and end date for your project.

Once your agreement is signed (executed) by all parties involved, your project will begin. If your agency will be billing for reimbursable operations expenses, you may begin accruing direct expenses on the date the subrecipient agreement is executed.

4.3 Post Award Trainings

Post award trainings are a mandatory workshop that subrecipients must attend. This training workshop cannot be attended online like other trainings can. We recommend that everyone in your agencies grant management team be in attendance. These trainings are typically held Sept 15th – 20th with one scheduled in each UZA. You are welcome to attend any day.

This Post award training will cover how to use UTA’s grant management software ZoomGrants, how your agency will meet its project performance measure requirements, and how to invoice for operations reimbursement.

For agencies receiving vehicles, there will be a second mandatory training held for fleet managers and anyone working with your vehicle management. This training will be held closer to your vehicle pickup date, so that the information will be fresh. If this is your first time applying, your agency will also need a RidePilot training, which you can schedule by contacting Clint Wilkinson. Ride Pilot is an online portal UTA has developed to help you manage vehicles. It can also be used as a dispatching software if your agency needs one. Dispatching software can be costly for non-profit organizations, but our software is available to your agency for free.

For more information about managing your grant after your award, please see the Grant Management Guidebook.

5. APPENDICES

A. Vehicle Types

Vehicle Class	Photo	Approx. GVWR	Seat #	Length	Useful Life Benchmark (age) / Useful Life (mileage)
Medium-Size, Light-Duty Bus & Van Chassis Cutaway Bus		10,000-16,000 lbs.	12 - 16	25 – 30 ft.	10 years/ 150,000 miles
Small, Light Duty - Bus		6000-14,000 lbs.	3 - 14	20 - 24 ft	4 years/ 100,000 miles
Modified Vans, Vans, Minivans, Sedans		6000-14,000 lbs.	3-14	<20 ft	4 years/ 100,000 miles

Vehicle Type	Pricing
Low Floor 24' bus	\$100,000-\$150,000
24' Cut-away bus	\$80,000 - \$95,000
8-14 Passenger Accessible Van	\$75,000 - \$85,000
Accessible Minivan	\$55,000 – 65,000
Non-Accessible Minivan*	\$40,000
Sedan/4-5 passenger Vehicle*	\$35,000 - \$45,000

*All non-accessible vehicle orders require a signed certification of equivalent service, and justification statement.

Prices listed are a range with the lower end representing the base price. Additional options would increase the price you will request. All non-accessible vehicle request should be based on the current market price of the vehicle you are looking for. (Type, not Brand)

See Vehicle Catalog 2022 for more details

B. Project Categories

Category 1 – 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.

Category 2 – Partnership Projects: capital and/or operating assistance for coordinated projects between two or more agencies including vehicles, equipment, preventative maintenance, technology, volunteer programs, driver salaries, vehicle insurance, vehicle maintenance, fuel, and voucher programs. Partnerships only are eligible to apply.

Type 1 – Traditional 5310 Projects vehicle/non-vehicle: capital investment in vehicles, equipment, preventative maintenance, mobility management, and technology. Single agencies or partnerships are eligible to apply.

Type 2 – Non-Traditional 5310 Projects: ADA infrastructure, expansion of paratransit, etc.

Type 3 – Operating costs: operating assistance for regional projects including vehicle pools, scheduling and reporting software, insurance, and maintenance. Single agencies or partnerships are eligible to apply.

C. Eligible Project 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. The amounts apportioned to states and designated recipients must use at least 55 percent for “traditional”

capital projects. This means that at least 55 percent of any rural, small urbanized area, or large urbanized area’s annual apportionment must be utilized for public transportation capital projects that are planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities. It is not enough that seniors and individuals with disabilities are merely included (or assumed to be included) among the people who will benefit from the project.

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:

- Exceed the ADA minimum requirements,
- Improve access to fixed-route service and decrease reliance by individuals with disabilities on ADA-complementary paratransit service, or
- 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.

Capital Purchases:

- Vehicles (i.e., buses, vans, or accessible taxis)
- Approved Vehicle Rehabilitation or Overhaul
- Related Vehicle Equipment (i.e., lifts, ramps, securement devices; etc.)
- Other Capital Equipment Purchases (i.e., communications equipment such as Mobile Data Terminals or Computers; security equipment such as camera systems for vehicles; fare collection systems; etc.)
- Mobility Management
- Cost of Leased or Contracted Services

Examples of “Other” Section 5310 Projects:

- Mobility Management
- Travel Training
- Curb Cuts
- Sidewalks
- Pedestrian Signals or Other Accessible Features

- Volunteer Driver Programs (Mileage Reimbursement)
- Costs Directly Tied to Transit Operations
- Administrative Expenses
- Operation of Transportation Brokerages to Coordinate Providers, Funding Agencies, and Passengers
- Development and Operation of One-Call/One-Click Call Centers
- Voucher Programs

Examples of Operation Expenses:

- Salary and fringe benefits for drivers, schedulers
- Materials and supplies for operation and maintenance of vehicles:
 - Fuel
 - Tires
 - Vehicle Parts
- Insurance
- Taxes and registration expenses
- Lease of vehicle storage space
- Vehicle maintenance services
- Vehicle inspection and repairs
- Any reasonable expense related to the operation of your vehicles or transportation program.

D. Grant Resources

Grant Writing Resources

Catalog of Federal Domestic Assistance – Writing Grants

https://cfda.symplicity.com/downloads/CFDA_writing.pdf

This guide provides step-by-step instructions on how to develop and write a successful federal grant proposal.

Foundation Center

<http://foundationcenter.org/>

The Foundation Center provides information and resources about philanthropy and grants.

The Grantsmanship Center

<http://www.tgci.com/>

The Grantsmanship Center offers training and publications for non-profits, including lists of top grantmaking foundations, community foundations, and corporate giving programs in each state in the Funding Sources section of their website.

National RTAP ITA Grant Writing Presentation (2009)

<http://demopro.nationalrtap.org/resource-download.aspx?resId=602>

This is a presentation from the 2009 Intertribal Transportation Association Conference. The presentation focuses on writing Tribal Transit Program grant applications.

Rural Information Center, USDA National Agricultural Library – Guide to Funding Resources

<https://www.nal.usda.gov/ric/funding-resources>

This guide provides information on grants and grant writing, with a focus on rural areas. It gives links to funding databases, as well as links to manuals and tips on how to prepare a successful proposal.

Other Grant Opportunities

Foundation Center – Foundation Directory Online Free

<http://fdo.foundationcenter.org/>

The Grantsmanship Center – Funding Sources

<http://www.tgci.com/funding.shtml>

Grants.gov

For federal agencies to post discretionary grant opportunities and for grantees to find them and apply. www.grants.gov

U.S. Department of Agriculture (USDA)

<https://www.usda.gov/topics/rural>

Rural Community Development Initiative (RCDI)

http://www.rurdev.usda.gov/HAD-RCDI_Grants.html

U.S. Department of Housing and Urban Development (HUD)

<http://portal.hud.gov/hudportal/HUD?src=/topics/grants>

- Sustainable Communities Regional Planning Grants -
https://portal.hud.gov/hudportal/HUD?src=/program_offices/economic_development/sustainable_communities_regional_planning_grants

- Community Development Block Grants (CDBG) -
http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/community_development/programs/entitlement

U.S. Department of Transportation (DOT)

<http://www.dot.gov/grants>

- FTA - <https://www.transit.dot.gov/funding/grants/grant-programs>

U.S. Environmental Protection Agency (EPA)

<https://www.epa.gov/grants>

- Brownfield Assessment Grants –
http://www.epa.gov/brownfields/grant_info/index.htm

- Environmental Justice Small Grants Program -
<https://www.epa.gov/environmentaljustice>

U.S. HUD, DOT, and EPA – Partnership for Sustainable Communities

<https://www.sustainablecommunities.gov/partnership-resources>

For more training resources, please visit www.NationalRTAP.org, or contact National RTAP directly at info@nationalrtap.org or at 888-589-6821.

E. UTA Coordinated Mobility Contacts

FTA 5310 Grant

Holly Mahoney (Grant Administrator)
HMahoney@rideuta.com
(801) 237-1994 or (801) 541-8053 (mobile)

Coordinated Mobility Team

Tracy Young (Coordinated Mobility Manager)
TYoung@rideuta.com
(801) 287-3220

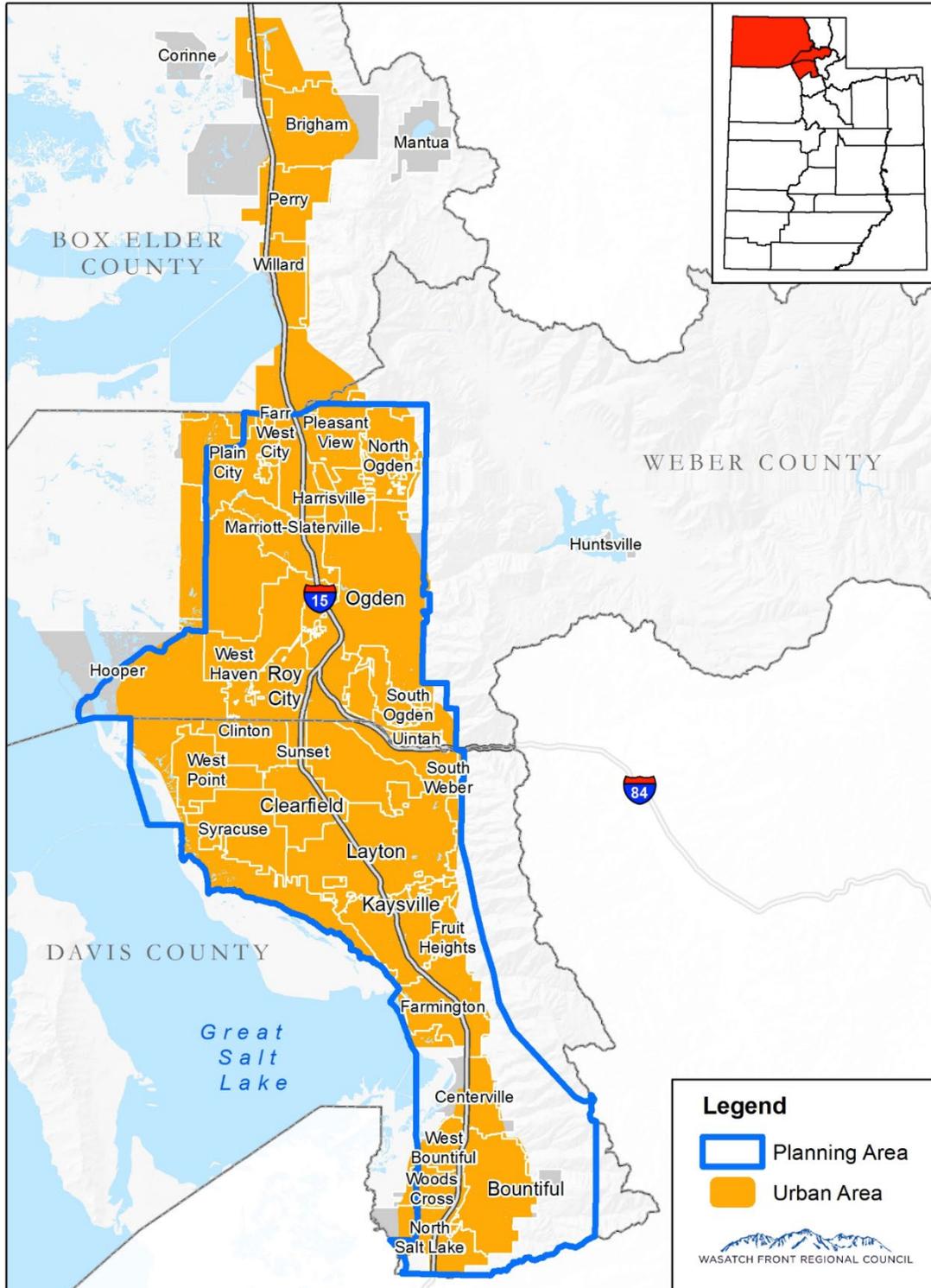
Technology

Clint Wilkinson (IT, RidePilot Trainer)
Cwilkinson@rideuta.com
(801) 347-7917

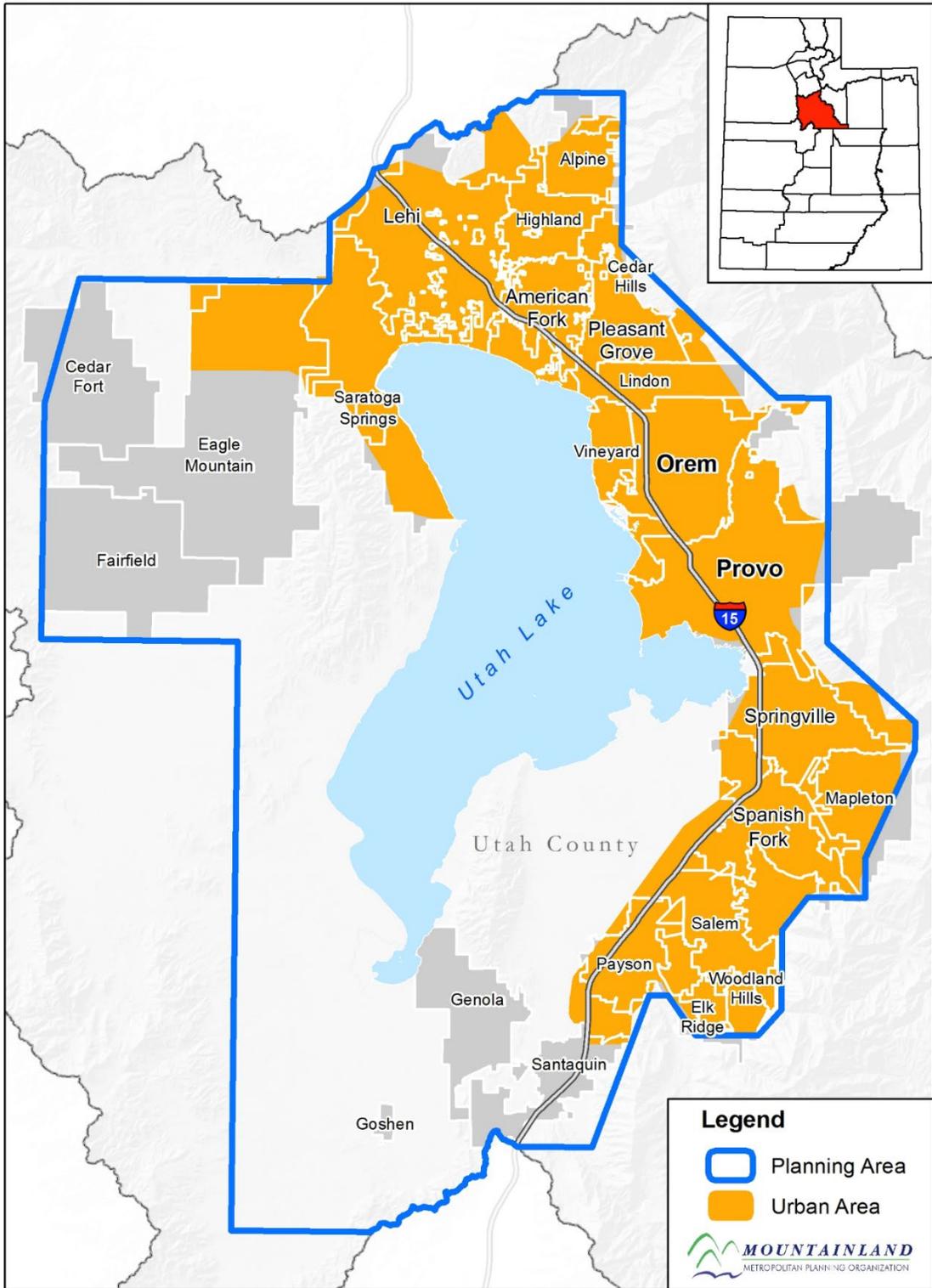
Coordination

Christy Allen (Local Coordinating Council Organizer) Cachziger@rideuta.com
(801) 673-5550

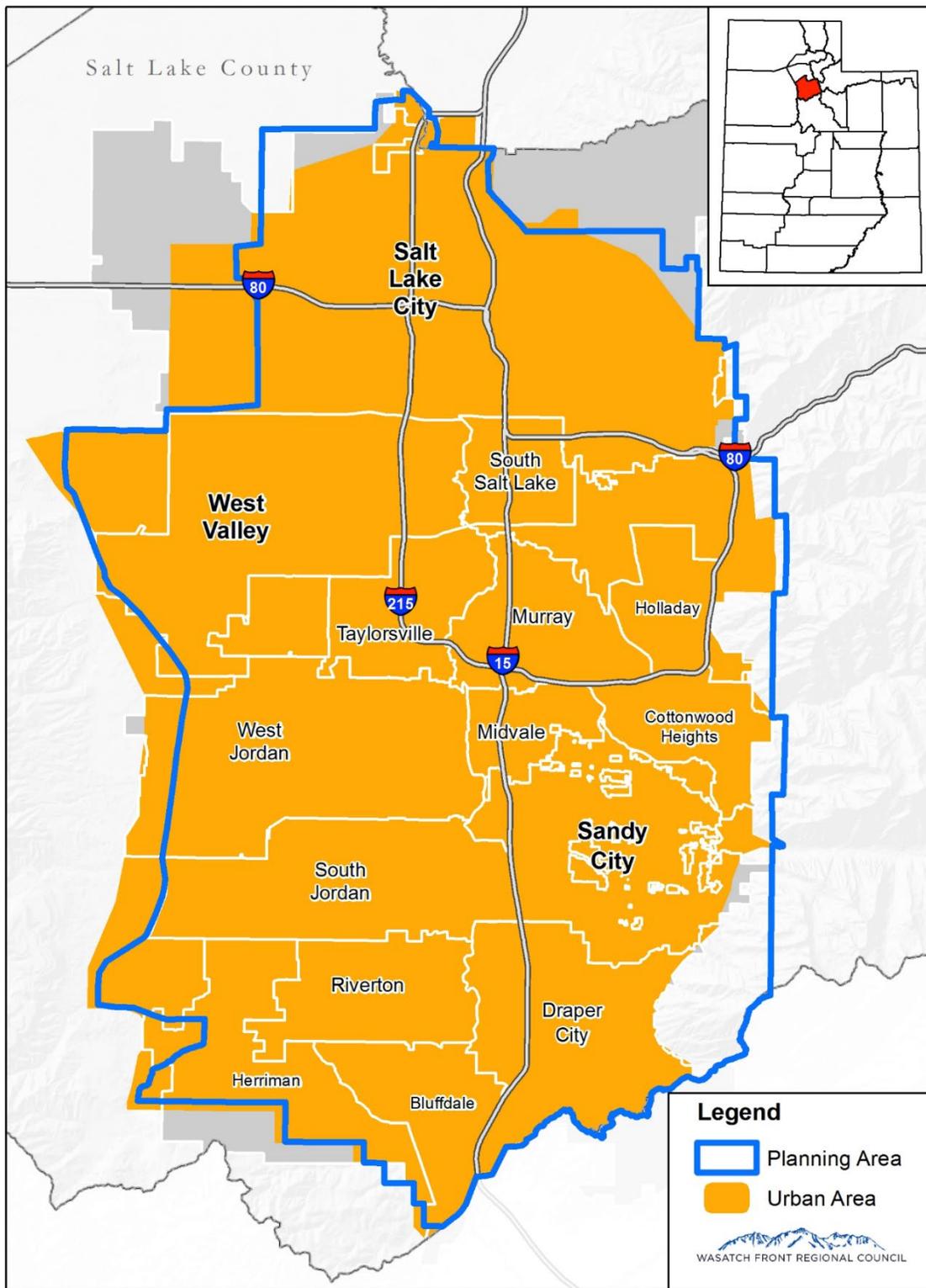
F. Boundary Maps



Map 1 - Ogden-Layton Large Urbanized Area



Map 2 - Provo-Orem Large Urbanized Area



Map 3 - Salt Lake City – West Valley City Large Urbanized Area