Federal Transit Administration

Section 5310 Grant
Enhanced Mobility of Seniors and Individuals with Disabilities

5310 PRE-AWARD GUIDEBOOK

2025

Utah Transit Authority

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1.1. FTA Section 5310 Grant

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

Funding is available for capital projects, 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 grant award 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 application award requests are required to be derived from the Coordinated Plan and include coordination with other agencies receiving 5310 funds.

1.2. Grant Timeline

Annual Section 5310 Funding Timeline (General)

- December 15 – Notice of Funding Opportunity (NOFO) published and Pre-Application (Letter of Intent) period opens
- Early January – Mandatory application workshops (in person and/or virtual)
- Mid-January – Pre-Application / Letter of Intent deadline (portal closes at 11:59 p.m. MDT)
- Late January – Full application portal opens
- Late February – Full application deadline (portal closes at 11:59 p.m. MDT)
- February – Early March – Initial application review for completeness and eligibility
- March – Application correction period (portal reopens for required edits, if applicable)
- Late March – Early April – UTA staff scoring, ranking, and draft Program of Projects (POP) development
- Early to Mid-April – Grant Management Advisory Team (GMAT) review of applications, scores, and draft POP
- Mid to Late April – Applicants may present requested projects to GMAT during Local Coordinating Council (LCC) meetings
- Late April / Early May – GMAT final review and approval of recommended awards
- June – July – Final Program of Projects presented at LCC meetings and award letters issued
- Late Summer / Early Fall – Mandatory post-award training for awarded agencies
- Fall – Grant agreements executed, pending FTA approval
- October 1 – Project activities may begin, including operating reimbursements, reporting, and procurements, as applicable

Notice of Funding → Pre-Award Training → Pre-Application → Full Application → Review/Score → Presentations → Award Letters → FTA Application → Grant Agreements

Utah Transit Authority – FTA 5310 Program

1.3. NOTICE OF FUNDING OVERVIEW

Notice of funding goes out every two years. It is posted to the website rideuta.com/5310grants , the WFRC website, and other MPO's newsletters. The Notice of Funding is sent in an email to community partners that are encouraged to share the notification and the UTA Public Relations Department posts the Notification on social media.

All Pre-Applications (Letters of Intent) and full Grant Applications must be submitted through UTA's online application portal, **ZoomGrants**. Detailed instructions and timelines for each funding cycle will be provided through UTA's application workshops, official Notice of Funding Opportunity (NOFO), and the Grant Application Guidebook.

Late or incomplete applications will **not** be accepted or considered for funding. Applicants will be notified of funding decisions after the conclusion of the Local Coordinating Council (LCC) meetings and final award recommendations by the Grant Management Advisory Team (GMAT).

Applicants needing accommodations must contact Alika Lindsay at alindsay@rideuta.com

2. GRANT WRITING

2.1 Program Eligibility

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.
- As an exception, private taxi companies that provide shared-ride services, or that operate as contractors for a state, designated recipient, or otherwise eligible subrecipient, may be eligible to receive Section 5310 funds for the purchase of accessible vehicles under specific conditions and in accordance with federal guidance.

All applicants MUST be registered in SAM.GOV and be located within the Large Urban (UZA) Boundary. (Maps can be found in appendices and online). We strongly recommend agencies considering to apply begin by attending the Local Coordinated Council in their UZA.

Pre-Award Training

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

Eligible Projects

Funding is available for capital projects and operating expenses for transportation programs serving seniors and individuals with disabilities. Including:

- Purchase of Accessible Transit Vans, Mini-vans, Sedans, or Cutaway Buses
- Purchase of Non-Accessible vehicles with certificate of equivalent service
- Preventive Maintenance
- 3rd Party Contracted Transportation Services
- Mobility Management
- Operating Assistance
- Other project types upon UTA approval

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

2.2. Project Requirements

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 **<u>must attend</u>** and participate in Local Coordinating Council meetings. Failure to attend will result in a lower application score.

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 throughout the year, 5 points possible for each meeting. Coordination is required for awardees. 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 -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: **https://rideuta.com/Rider-Info/Accessibility/Accessible-UTA/Coordinated-Mobility/Local-Coordinating-Councils**

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, better general community access or better access to jobs for Seniors and Individuals with disabilities?

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 request 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/Letter of Intent

A Pre-application, also known as a letter of intent, is required for all applicants. 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 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

In compliance with federal regulations, UTA must assess applicant risk. Factors evaluated include:

- Financial stability
- Management systems and internal controls
- History of performance
- Audit reports and findings
- Ability to implement federal requirements
- Suspension and debarment checks
- Risk-mitigation conditions as needed

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 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 (applications over 30k)
- ADA Plan, notice to public
- Driver Training Policies and Procedures (if applicable)
- Drug and Alcohol Policy (if applicable)
- EEO Notices
- Letter of Commitment of Local Match
- Certificate of Equivalent Service (if acquiring non-accessible vehicles)
- Financial Audit or financial statements

- Title VI Plan with LEP, notice to public
- Fleet inventory (FTA standard, template available in application)
- If you are a Government Agency – State designation as an agency responsible for providing servicers to seniors or individuals with disabilities, or certification that there are no non-profit agencies available to provide service.

3.5 Correction Opportunity

Between Application due date and Scoring, 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 the final deadline for re-submittal, scoring and ranking of applications will begin and you will not be able to make any changes to your application.

3.6 Scoring and Ranking Process

Each eligible application is reviewed and independently scored by the Coordinated Mobility (CM) Grants Team using the approved scoring rubric. Scores and reviewer comments are compared, and an average score is calculated for each application. These scores, along with staff recommendations and copies of the applications, are then shared for advisory review.

In the Salt Lake City and Ogden–Layton Urbanized Areas (UZAs), each Local Coordinating Council (LCC) designates a **Grant Management Advisory Team (GMAT)** to represent the council in the final review and award recommendation process. After UTA staff complete scoring and develop a recommended Program of Projects (POP), GMAT members are provided access to review applications, scores, and supporting materials through UTA's grant management system. Applicants are given the opportunity to present their projects and respond to questions, typically during the April LCC meeting, prior to final award recommendations.

In the **Provo–Orem UZA**, the LCC has opted not to designate a separate GMAT. Instead, the full LCC reviews application scores and materials collectively and participates as a group in discussion and final award recommendations.

Final award recommendations are based on the evaluation criteria, application scores, staff analysis, and advisory input. Approved projects are incorporated into the final Program of Projects (POP), which identifies the selected subrecipients and projects for which UTA will seek financial assistance from the Federal Transit Administration (FTA).

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 fall of that year, **pending FTA approval.**

4.2 Subrecipient Agreements

All awarded agencies are required to enter into a **standard Section 5310 subrecipient agreement** with UTA. The terms and conditions of this agreement are **not negotiable**, as they are required by the Federal Transit Administration (FTA) and ensure compliance with federal regulations.

Agreements are issued electronically through **DocuSign**. As part of the application process, applicants must designate the **authorized signatory(s)** for their organization, including names, email addresses, and the order of signature, using the signatory form within the application.

The subrecipient agreement includes standard federal requirements, project-specific terms, a scope of work, budget summary, reporting expectations, and the applicable federal certifications and assurances for the award year. A sample agreement is available on UTA's website for applicants who wish to review the terms in advance.

Once the agreement is fully executed by all parties, the project may begin.

4.3 Post Award Trainings

Post award trainings are a mandatory workshop that subrecipients must attend.

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.

If this is your first time applying for a vehicle, 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.

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

APPENDICES

A. Eligible Project Expenses

Section 5310 funds are available for capital projects 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"need to fix this formattimg.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 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.

FOR A FULL LIST PLEASE SEE UNIFORM GUIDANCE 2 CFR 200 – COST PRINCIPLES

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.)
• Preventive Maintenance

Examples of "Other" Section 5310 Projects:

• Mobility Management
• Travel Training
• Volunteer Driver Programs
• E-Voucher Programs

Examples of Operation Expenses:
• Salary and fringe benefits for drivers, schedulers
• Insurance
• Lease of vehicle storage space
• Any reasonable expense related to the operation of your vehicles or transportation program.

B. 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.

<u>Other Grant Opportunities</u>

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.

Utah Transit Authority – FTA 5310 Program

C. UTA Coordinated Mobility Contacts

Alika Lindsay – Coordinated Mobility Grants Administrator
📞 **(801) 237-1994**
✉ **alindsay@rideuta.com**

Jerry Becker – Grants Compliance Officer
📞 **(801) 287-2757**
✉ **jebecker@rideuta.com**

Trista Lawrence – Coordination Administrator
📞 **(801) 287-2750**
✉ **tlawrence@rideuta.com**

Clint Wilkinson – Business Project Manager
📞 **(801) 287-5336**
✉ **cwilkinson@rideuta.com**
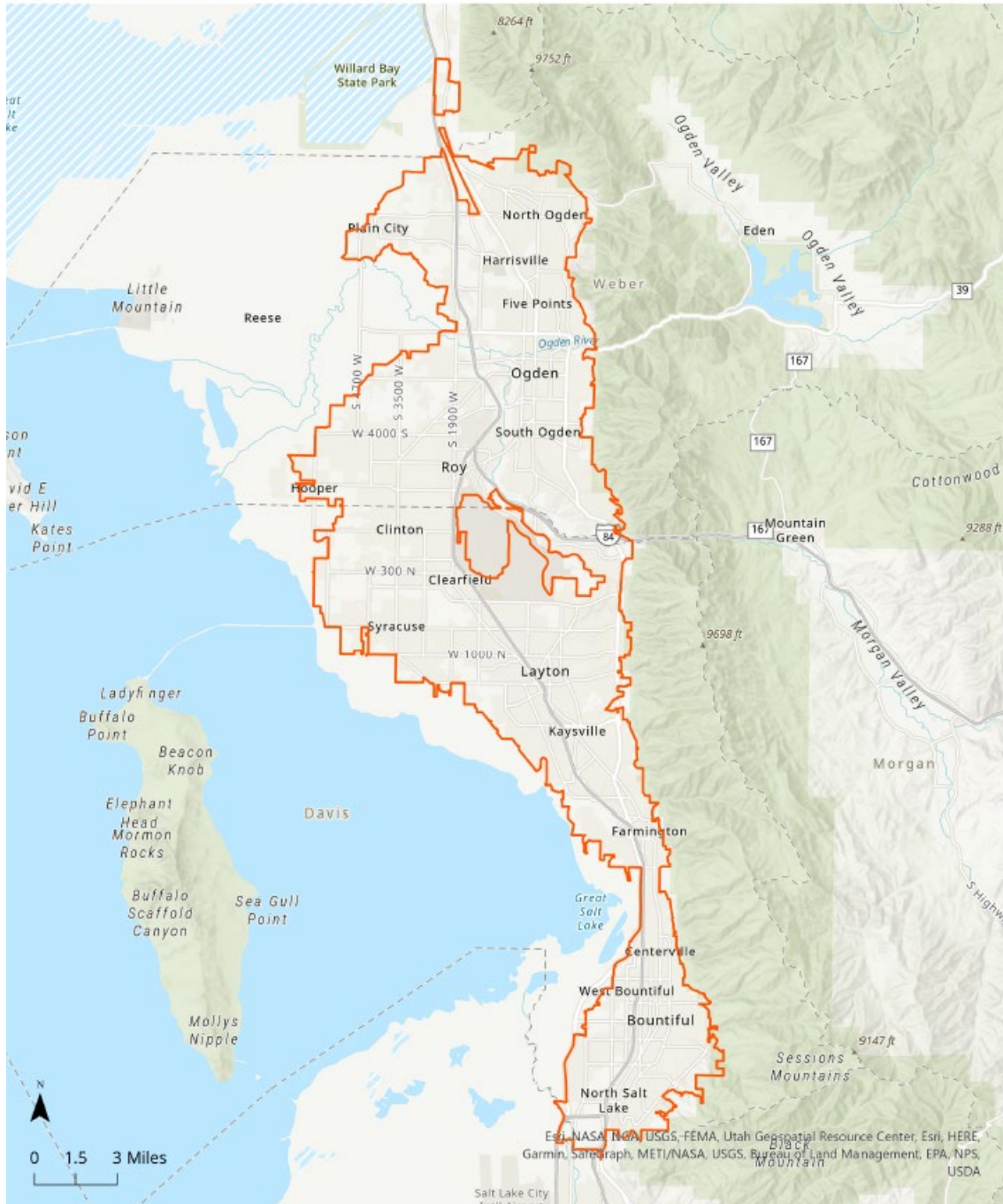
Christy Allen – Coordinated Mobility Manager
📞 **(801) 237-1921**
✉ **cachziger@rideuta.com**

D. Boundary Maps

Ogden/Layton Urbanized Planning Area — 2020 Urbanized Area

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Salt Lake City Urbanized Planning Area

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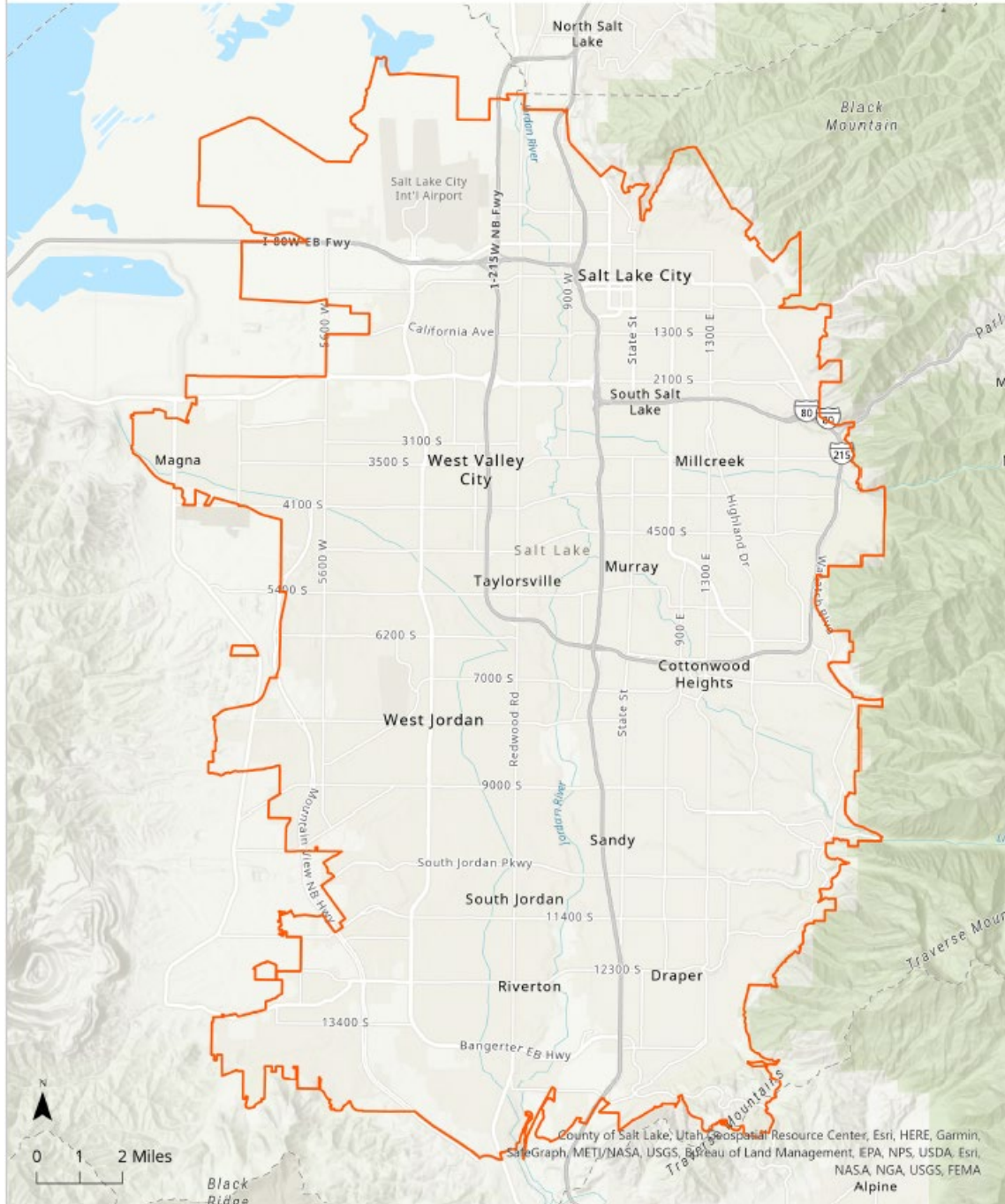
Provo/Orem Urbanized Planning Area