

# Federal Transit Administration

Section 5310 Grant

Enhanced Mobility of Seniors and Individuals with Disabilities



## GRANT APPLICATION GUIDEBOOK

Printed 2024



Utah Transit  
Authority

# TABLE OF CONTENTS

## 1. INTRODUCTION

- 1.1. FTA Section 5310 Grant
- 1.2. Grant Timeline
- 1.3. Applications for 2023 and 2024

## 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. Zoomgrants
- 3.5. Application Questions
- 3.6. Application Documents
- 3.7. ZoomGrants FAQ
- 3.8. Correction Opportunity
- 3.9. 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 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

### 2023

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

### 2024

- Jan 2<sup>nd</sup> and Jan 4<sup>th</sup> – **MANDATORY** Application Workshops
- Jan 12th – Letter of Intent/ Pre application due (portal closes at 11:59 pm MDT)
- Jan 22<sup>nd</sup> – Formal application portal opens
- Feb 28th – Application Deadline (portal closes at 11:59 pm MDT)
- Feb 1st thru March 10th – Initial application review
- March 10th thru March 20th – Application reopens for corrections
- March 21st thru April 4th – UTA Staff Scoring and Ranking, Program of Projects draft
- April 5<sup>th</sup> -17th – GMAT Committee receive documents to review scores and ranking
- April 22<sup>nd</sup>-26th– Applicants can present their projects to their area GMAT committees at LCC's
- May 1– GMAT committees' final approval of projects to be awarded
- June/July – Final POP's at LCC's/Award letters sent out
- Sept 15th thru 20th – Post Award Training for Operations and other projects, and UTA's Grant Management System
- Sept thru Nov – Agreements executed (pending FTA approval)
- Oct 1st – Projects begin (ops reimbursements begin, quarterly reporting, procurements)



### 1.3. Applications for FTA FY 2023 and 2024

#### ***Amounts available in each UZA (FY 2023 and FY 2024)***

- **FFY 2023 Appropriations**
  - **Salt Lake City UZA \$1,126,249**
    - Administrative (UTA) = \$112,625
    - Traditional Projects Available = \$557,493
    - Non-Traditional Projects Available = \$456,131
  - **Ogden/Layton UZA \$625,553**
    - Administrative (UTA) = \$62,555
    - Traditional Projects Available = \$309,649
    - Non-Traditional Projects Available= \$253,349
  - **Provo/Orem UZA \$451,264**
    - Administrative (UTA) = \$45,126
    - Traditional Projects Available = \$223,376
    - Non-Traditional Projects Available= \$182,762
  
- **FFY 2024 Estimated Appropriations**
  - **Salt Lake City UZA \$1,160,036**
    - Est. Administrative (UTA) = \$116,004
    - Est. Traditional Projects Available = \$574,218
    - Est. Non-Traditional Projects Available= \$469,815
  - **Ogden/Layton UZA \$644,320**
    - Est. Administrative (UTA) = \$64,432
    - Est. Traditional Projects Available = \$318,939
    - Est. Non-Traditional Projects Available= \$260,949
  - **Provo/Orem UZA \$464,802**
    - Administrative (UTA) = \$46,480
    - Traditional Projects Available = \$230,077
    - Non-Traditional Projects Available= \$188,245

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 28<sup>th</sup>, 2024. Incomplete applications will not be eligible for award. Applicants will be notified of project award by letters sent on following the June LCC Meetings and GMAT final awards.

Applicants needing accommodations must contact Alika Lindsay at [alindsay@rideuta.com](mailto:alindsay@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](http://WWW.rideuta.com/Doing-Business/FTA-5310-Grant-Program)**

### 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 “Non-Traditional”.

#### “Traditional” Eligible Projects (Capital)

55 percent of apportionment 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:

- Purchase of accessible vehicles
- Purchase of non-accessible vehicles (only with certificate of equivalent service)
- Preventive Maintenance
- Mobility Management
- Third Party Contracted Services

#### “Non-Traditional” Eligible Projects (Operating)

35 to 45 percent of apportionment shall be available for other non-traditional 5310 projects; UTA allows operating assistance funding as an eligible Non-Traditional project. Operating assistance can be used to cover any direct costs that support the project. Please see Uniform Guidance Cost Principles (2 CFR 200 Subpart E) for a full list of allowable costs, and Appendix C for examples of eligible operating costs.

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

## 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
2. Salt Lake - West Valley Urbanized Area
3. Provo - Orem Urbanized Area



## 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](http://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 based on value.**

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

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

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

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](http://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](http://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 12, 2024. 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.

Your pre-application must include:

- Agencies mission and description of transportation services
- Project Activity. The “what” and “how” of the project.
- Proof of agency eligibility
- Budget Estimate

## 3.3. Risk Assessment

If you are a current subrecipient and have had a risk assessment completed in the past 1-2 years, you will need to upload that to your application. If you are a new subrecipient or have not had a risk assessment from UTA in the past 2 years, you will need to complete a self-risk-assessment.

A risk assessment is a federal requirement, in which UTA evaluates your agency for its legal, financial, and managerial risks. The Risk Assessment form is located in the library section of the ZoomGrants application, and in the documents tab where the form needs to be uploaded. You must fill it out on your computer and upload it to your application.

Monitoring levels and compliance needs are established by the Risk Assessment rating. 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.

Risk can be re-evaluated annually, and the Compliance Officer reserves the right to change a risk assessment rating based on their review, or changes in compliance of the agency. Your agencies risk rating will always be available to you, and we can provide recommendations for improving your risk rating as an agency. Risk ratings cannot be separate for different programs within one entity, the risk rating applies to the overall entity.

## 3.4. Zoomgrants

### GETTING STARTED -ZoomGrants

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 contact ZoomGrants Customer Service [Questions@ZoomGrants.com](mailto:Questions@ZoomGrants.com) and ask them to look it up.

Each agency has an assigned 'Application Contact' and they are **the only person who can start, 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 ZoomGrants homepage and create a New ZoomGrants Account.

When your designated application contact clicks the link to the pre-application available on our website ([rideuta.com/cmm](http://rideuta.com/cmm)) they can click apply, and then proceed to add collaborators to access and edit the application.

Once collaborator users are added, they will see this program appear under "Open Programs" on their homepage.

### 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'.

### 3.5 Application Questions

#### Federal Funding Accountability and Transparency Act (FFATA) Requirement

1. What is the total amount of federal funds (from any federal sources) that your agency received in the last fiscal year?

2. What percentage of your total agency gross annual revenue comes from federal sources?

3. Have you received FTA 5310 funds in the past? If yes, what was the most recent fiscal year you were awarded 5310 funds from UTA? (do not include UDOT 5310 awards)

4. Does the agency charge fares, and if so, explain the rate and how much gross revenue was from fares in 2023?

*If not applicable, please write 'N/A'. If requesting operating assistance, be sure that revenues from fares are subtracted from your operating requests and always shown on your invoice coversheets.*

#### Project Details

5. Application Categories:

**Category 1** -- Single Agency Projects:

**Category 2** -- Partnership Projects: coordinated projects between two or more agencies to provide transportation

---

6. Please provide a succinct overview of your transportation program and the transportation services provided. Please include a description of the items/project you are requesting funding for.

*Include items, descriptions of how they will support your transportation program.*

7. Provide a brief description of your agency's eligibility requirements for transportation services.

*How do you deem clients eligible to receive your transportation services? 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.*

8. Please describe how many one-way trips AND unique riders/individuals your transportation services served in the last year.

*one-way passenger trips include not just the vehicle trip but all passengers that are transported. unique riders are counted once per federal fiscal year. If you require more explanation, please reach out to the application admin.*

9. Check all of the below options that apply to your agency when providing transportation service to seniors or people with disabilities:

Provides trips using owned/leased vehicle fleet  
Provides trips through a third party transportation service

Does not directly provide trips, Explain:

---

**10. Which types of trips does your agency currently provide?**

*(please check all that apply)*

Medical  
Jobs/Jobs Training  
Education  
Non-medical appointments  
Shopping  
Social or Recreational  
Other:

---

**11. Please select which project type you are applying for:**

*"Non-Traditional Project Type" or "Traditional Project Type" is indicated in parenthesis.*

Operating Assistance (Non-Trad)  
Accessible Transit Van (Trad)  
Accessible Cutaway Bus (Trad)  
Accessible Mini-van (Trad)  
Non-Accessible Mini-van (Trad)  
Non-Accessible Full Size Transit Van (Trad)  
Non-Accessible Sedan or SUV (Trad)  
Mobility Management Funds (Trad)  
Preventive Maintenance Funds (Trad)  
3rd Party Contracted Transportation Services  
(Trad)  
Other:

---

**12. If you are requesting funds for Traditional Projects : Rolling stock over \$5,000 OR Equipment under \$5,000, please indicate the quantity of each item in the boxes below. PLEASE USE NUMERIC DATA ONLY.**

*"Other Traditional" capital items not listed may require UTA approval in writing uploaded to documentation prior to submitting final application. Do not add commas or symbols.*

Expansion Accessible Transit Van (\$105,000)  
Replacement Accessible Transit Van (\$105,000)  
Expansion Accessible Cutaway Bus (\$150,000)  
Replacement Accessible Cutaway Bus  
(\$150,000)  
Expansion Accessible Mini-Van (\$75,000)  
Replacement Accessible Mini-Van (\$75,000)  
Expansion Non-Accessible Mini-Van (\$50,000)  
Replacement Non-Accessible Mini-Van (\$50,000)  
Expansion Non-Accessible Full Size Van  
(\$70,000)  
Replacement Non-Accessible Full Size Van  
(\$70,000)  
Expansion Non-Accessible Sedan or SUV (\$35-  
\$45k)  
Replacement Non-Accessible Sedan or SUV  
(\$35-\$45k)  
Equipment under \$5,000 Explain:

---



**13. Are you requesting a REPLACEMENT vehicle, to replace a current vehicle in your fleet that has met or surpassed its useful life?**

*If yes, you MUST complete the table title 'Replacement Vehicles' in the Tables tab.*

Yes - complete the table

No

---

**Coordinated Human Service Transportation Plan Requirement [Refer to your UZA's CHST Plan to answer these questions.]**

Links to the plans can be found on the UTA website or within the application, at the top of the page under the eligibility requirements section.

**14. Describe the need for your project/requested items and what transportation gaps identified in your UZA's Coordinated Human Services Transportation Plan they will fill:**

*Provide detailed information about the specific identified gaps in the coordinated plan and how that relates to the specific needs your project will address (10 pts)*

**15. Describe how your project/requested items meet one or more strategies identified in your UZA's Coordinated Human Services Transportation Plan:**

*Provide detailed information about the specific identified strategies and how they relate to your project (10 pts)*

**16. Describe how your project/requested items fit into one or more of the identified prioritized projects in your UZA's Coordinated Human Services Transportation Plan:**

*Provide detailed information about the specific identified projects ranked by your local coordinating councils , and how your request matches those priorities (10 pts)*

**Commitment to Collaboration**

**17. How many Local Coordinating Council (LCC) meetings did your agency attend in 2023?**

*(1 point for each meeting--5 points possible)*

**18. Please describe how this project is a collaboration with other human service and/or transportation providers. Include any formal and/or informal partnerships your agency currently has in place with other human services agencies and/or 3rd party contracted transportation providers.**

*(Do not count partnerships or collaborative projects that are unrelated to the transportation services you provide.) (5 points possible)*

**Project Work Plan**

**19. Staffing Plan: Describe your staffing plan to implement your transportation program and the project(s) and item(s) you are requesting funding for. List key staff, their qualifications and experience with Federal Grants, Assets or Transportation Programs, or if hiring what role you will be seeking.**

*Include milestones/goals where applicable. (10 pts)*

**20. Financial Plan: Describe your agency's financial capacity, and financial sustainability plan to take on Federal funding for this project or the items requested. Include other sources of revenue to assist your agency's overall program, and plans to increase your agency's financial sustainability.**

*Include agency experience managing federal grant funds, accounting systems and policies in place to keep Federal funds separate from revenue, policies to prevent fraud, knowledge of 2 CFR 200 Part E: Cost Principles, and GAAP (10 pts)*

**21. Technical Plan:** Describe your agency's technical capacity, and overall plan to manage this type of project(s) and item(s) requested. For example, if requesting vehicles describe your experience tracking, managing, and reporting on federally funded assets.

*Include examples of prior projects or grants and the software you used to manage those projects. Include policies you may have in place to maintain and track Federal assets. Include milestones/goals where applicable. (10 pts)*

**22. Implementation plan:** Describe how your agency plans to implement this project or program and the steps you will take. Include at least 1 goal and at least 3 milestones for EACH item or project type.

*Goals and milestones should be specific, measurable, achievable, relevant and time-bound. Refer to examples from the application workshop training. (10 pts)*

### **Agency Risk Assessment**

**23. Risk Assessment Rating:** List your agency's current risk level based on the risk assessment uploaded in the documents tab. If it is your first 5310 application or it has been over 4 years since you applied, you must fill out the self-assessment in the Documents tab and upload to the application. **Current subrecipient's need to use their most recent UTA reviewed Risk Assessment.**

*Please note that the UTA Compliance Officer or Grant Administrator reserve the right to change an agency's risk level after reviewing a self-assessment, or completing an agency risk assessment/site visit, but will provide such documentation to support any changes. (20 pts)*

Low Risk Level  
Medium Risk Level  
High Risk Level

---

## **3.6 Application Documents**

Please upload the requested documents in the documents section below the application questions in ZoomGrants.

**Matching Funds Letter** - Please provide a letter that your organization is designating/providing funds for the local match. Also in the letter, please state that the organization has committed resources to provide funding throughout the entirety of the proposed project. The letter needs to be signed by an individual in the organization in authority to approve said expenditures.

**(USDOT funds and fare box revenue are not eligible as local match sources)**

**Driver Training**- information and resources can be found at [www.nationalrtap.org](http://www.nationalrtap.org). The E-Learning portal has training resources for drivers. To set up an admin account so you can oversee your drivers training, please contact NRTAP directly. Entities driver training must meet the required list found in the grant management guide, in FTA 5310 resources on our website. Rideuta.com/cmm

**Policies** - UTA Policies may be used as an example for the required policy but your agency's policy must be specific to you and approved by your governing body or executive.

**Risk assessment** - If this is your entities first time applying you, or you do not have a risk assessment from UTA within the last 2 years, you will need to download and complete a 'self-risk assessment' and upload

it to your application. If you are a past or current subrecipient, please upload the latest risk assessment completed by UTA, and know your risk assessment level determined on that last review.

**Documents required to upload with pre-application:**

1. Document designating agency to serve seniors (Government Agencies Only)
2. SAM Registration (Screenshot with expiration) **REQUIRED**
3. Non-Profit Determination Letter from IRS (or if Gov, proof of Federal TIN) **REQUIRED**
4. Current W-9 **REQUIRED**
5. Certificate of Equivalent Service and Assessment (if applying for non-accessible vehicles) (**form provided**)

**Documents required to upload with full application:**

1. Matching Funds Letter of Commitment (and source of funding must be specified) **REQUIRED**
2. Agency designation/board authorization of the individual authorized to sign contracts. **REQUIRED**
3. Most recent financial audit results (single audit limit 750k Fed annual revenue or if agency does not require audit, financial statement that includes balance/loss and assets/liabilities) **REQUIRED**
4. Demand Response ADA Plan **REQUIRED (Template provided)**
5. EEO statement and Public Title VI and ADA notices and plans on entity website (screenshot) **REQUIRED**
6. Title VI Plan (including LEP four factor analysis) **REQUIRED (template provided)**
7. Driver Training Program with list of covered topics and how often drivers are retrained
8. Driver and Employee policies that include: securing Federal assets, drug free workplace, cellphone use, drivers license checks, etc.
9. List of each persons name, title, and email that are required to sign grant agreement for your entity **REQUIRED (Form provided)**
10. ADA and Title VI Notices to the Public **REQUIRED (template provided)**
11. FTA Required Asset Inventory Spreadsheet (must use template, include all of fleet that will serve your transportation program, and mark whether 5310 funded or not) **REQUIRED (template provided)**
12. Budget Form - Your zoomgrants budget will change to match your award after agreements are signed, so please fill out and upload this budget sheet with your requested project items. **REQUIRED (Form provided)**
13. FFATA Checklist (This information will be reported in FSRS if your final award is equal to or greater than \$30k, if you are applying for LESS than \$30k you can write N/A on the form) **REQUIRED (Form provided)**
14. Partnership documentation or 3rd Party Contractual scope of work/agreements
15. Negotiated Indirect Cost Rate (if you have one approved by a cognizant agency and wish to apply it to this award)
16. Additional Documents
17. ACH W9 Form (if you are requesting reimbursements and would like direct deposit) **(Form provided)**

## 3.7 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"/>	<span>✓</span> <input type="button" value="Delete"/>

#### 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](mailto:Questions@zoomgrants.com)  
(866) 323-5404

### 3.8 Correction Opportunity

Between **March 10<sup>th</sup>** and **March 20<sup>th</sup>**, 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 20<sup>th</sup>, scoring and ranking of applications will begin and you will not be able to make any changes to your application.

### 3.9 Scoring and Ranking Process

Each application is reviewed and scored by the Coordinated Mobility Grants Team, and then results are given to the GMAT for review. Projects will be scored using our scoring rubric which will be made available to you.

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.

#### **Applications are scored by the following categories:**

- 1) **'Coordinated Human Service Transportation Plan' requirements = 30 points possible**
- 2) **Commitment to Collaboration = 10 points possible**
- 3) **Project Work Plan = 40 points possible**
  - a. **Staffing**
  - b. **Financial**
  - c. **Technical**
  - d. **Implementation**
- 4) **Risk Assessment = 20 point possible**

**Total of 100 points possible**



# 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

After the FTA approves the awards, Subrecipient Agreements will be sent out to all parties for signature. Please be sure to check your Scope of Work and Budget before signing and make sure it is accurate and reflects your award letter.

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, including what annual reports and Certs and Assurances are required.
- 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 bypass-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 all Federal Clauses, 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 may begin. If your agency will be billing for reimbursable operations expenses, you may begin accruing direct expenses prior to the execution date. Incurred costs can date back to the period performance start date as specified on your grant agreement. This is typically in October of the prior year before award.

### 4.3 Post Award Trainings

Post award trainings are a mandatory workshop that subrecipients must attend. We recommend that everyone in your agencies grant management team be in attendance. These trainings are typically held in September 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.

Because vehicle deliveries have become so unpredictable we can no longer provide one vehicle training before vehicles are delivered. You can request one-on-one RidePilot training, group training, or we have recorded trainings you can watch prior to vehicle pick up.

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 Type	Pricing
Accessible Cutaway Bus	\$150,000
Accessible Transit Van	\$105,000
Accessible Mini-van	\$75,000
Non-Accessible Minivan*	\$50,000
Non-Accessible Transit Van*	\$75,000
Non-Accessible Sedan*	\$35,000-\$50,000

\*All non-accessible vehicle orders require a signed certification of equivalent service, and justification statement. New applicants who do not already have accessible vehicles are not eligible.

**Transit Vans** - will now come standard with extended roof and standard features.

Due to supply chain issues, and trying to get vehicles quickly, we no longer have a pre-order meeting with options on vehicles. If you have a specific need for your vehicle, such as a turbo engine, make sure you make it clear in your application, and add the appropriate amount of money to your budget.

**Accessible Mini van** – please specify in your application if you need side or rear entry.

**Non-Accessible Sedans/SUVs/Vans**- We order Non-accessible vehicles off the Utah state contract, which means you can give us specs of the make and model that you wish for, and we will tell the state approved vendors and try to get a similar make and model for you. Whatever is on their lot, and within dollar range of your award, will be what we can procure for you. Please specify what you are looking for, and research pricing prior to application.

## 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:** Vehicles, Preventative Maintenance on vehicles, Mobility Management, and 3<sup>rd</sup> party contracted services for transportation.

**Type 2 – Non-Traditional 5310 Projects:** Operating assistance funds.

**Type 3 – Other:** All other project types require written approval of eligibility from UTA prior to application, otherwise your request will be denied if it does not fit into one of the main 2 types of projects. These projects could include technology, other capital items, or other partnership projects.

## 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
- Preventive Maintenance
- 3<sup>rd</sup> Party Contracted Transportation Services

### 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
- 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.

### ALLOWABLE COSTS Operating:

**Direct Costs – always allowable ONLY when related to 5310 transportation programs or assets**

Fuel

Insurance

General Liability Insurance

Vehicle Insurance

Vehicle Expense

Tires

Vehicle Maintenance

Repairs and Maintenance

Vehicle Registration

**Direct Costs – might be allowable if supporting the project. It is your responsibility to justify these expenses in your reimbursement request and meet any prior criteria explained in the Federal references above.**

Wages / Salaries of staff, showing time and effort spent supporting grant activities

Advertising

Dues and Subscriptions

Internet

Marketing and Promotion

Office Supplies

Printer Supplies

Office Rent

Security Expense to protect Federal Assets

**Indirect Costs – Not allowable without a Pre- Negotiated Indirect Cost Rate**

Accounting Programs

Legal Expenses

Office Expenses

Office equipment maintenance and repairs

Depreciation

**Never allowable to be charged to a Federal Grant**

Auditor Fees

Bank Charges

Taxes

Traffic Fines

## D. Grant Resources

### Grant Writing Resources

#### **Catalog of Federal Domestic Assistance – Writing Grants**

***[https://cfda.symlicity.com/downloads/CFDA\\_writing.pdf](https://cfda.symlicity.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](http://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](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](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](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](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](http://www.NationalRTAP.org), or contact National RTAP directly at [info@nationalrtap.org](mailto:info@nationalrtap.org) or at 888-589-6821.

## **E. UTA Coordinated Mobility Contacts**

### **FTA 5310 Grant**

**Alika Lindsay (Grant Administrator)**  
**[Alindsay@rideuta.com](mailto:Alindsay@rideuta.com)**  
**(801) 287-1994 or (801) 209-5340 (mobile)**

**Jared Aranda (5310 Grants Compliance Officer)**  
**[Jared.Aranda@rideuta.com](mailto:Jared.Aranda@rideuta.com)**  
**(801) 287-2757 or (385) 518-7249 (mobile)**

### **Coordinated Mobility Team**

**Christy Allen (Coordinated Mobility Manager)**  
**[CAchziger@rideuta.com](mailto:CAchziger@rideuta.com)**  
**(801) 237-1921 or (801) 673-5550 (mobile)**

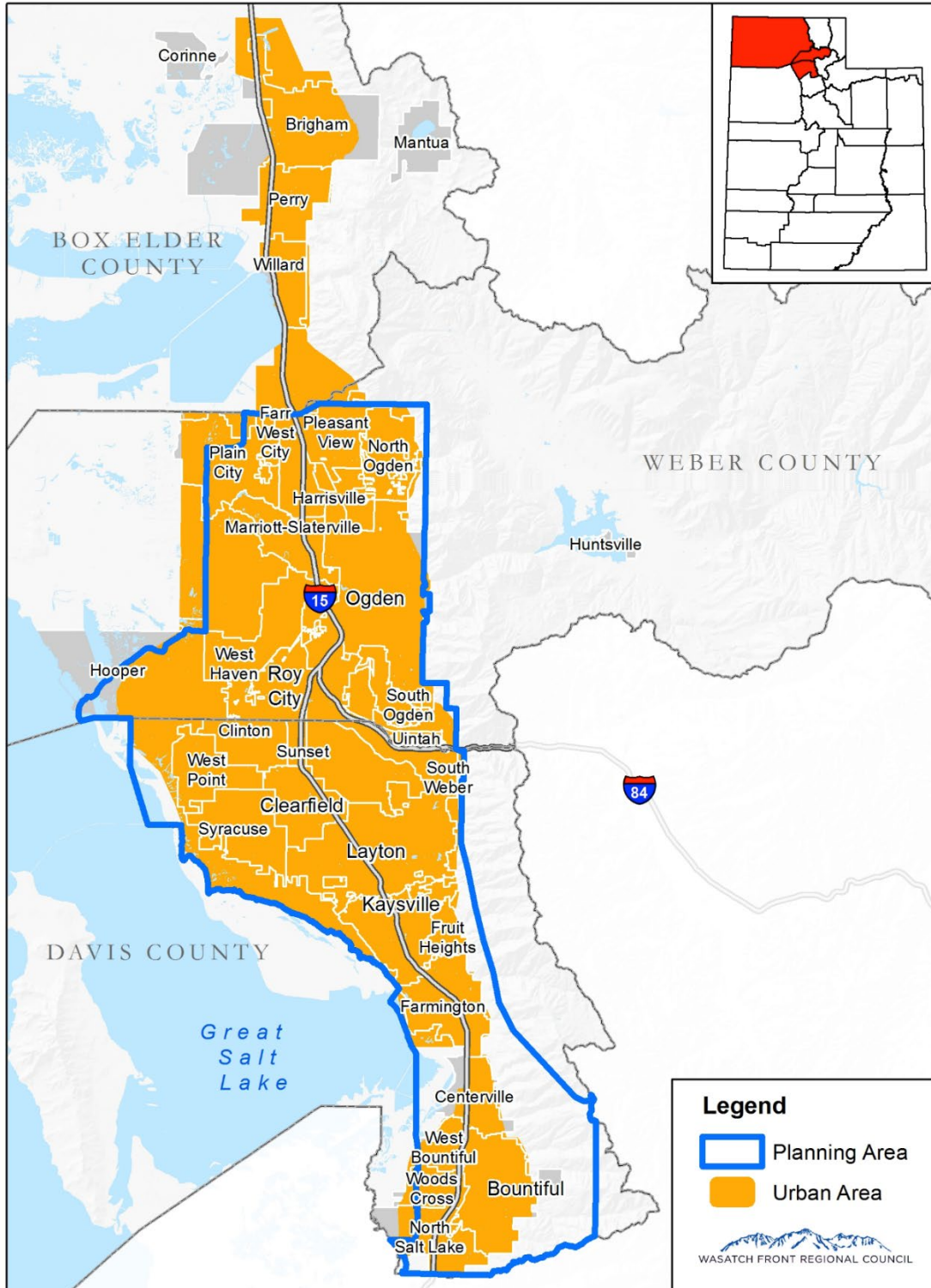
### **Technology**

**Clint Wilkinson (IT, RidePilot Trainer)**  
**[CWilkinson@rideuta.com](mailto:CWilkinson@rideuta.com)**  
**(801) 347-7917**

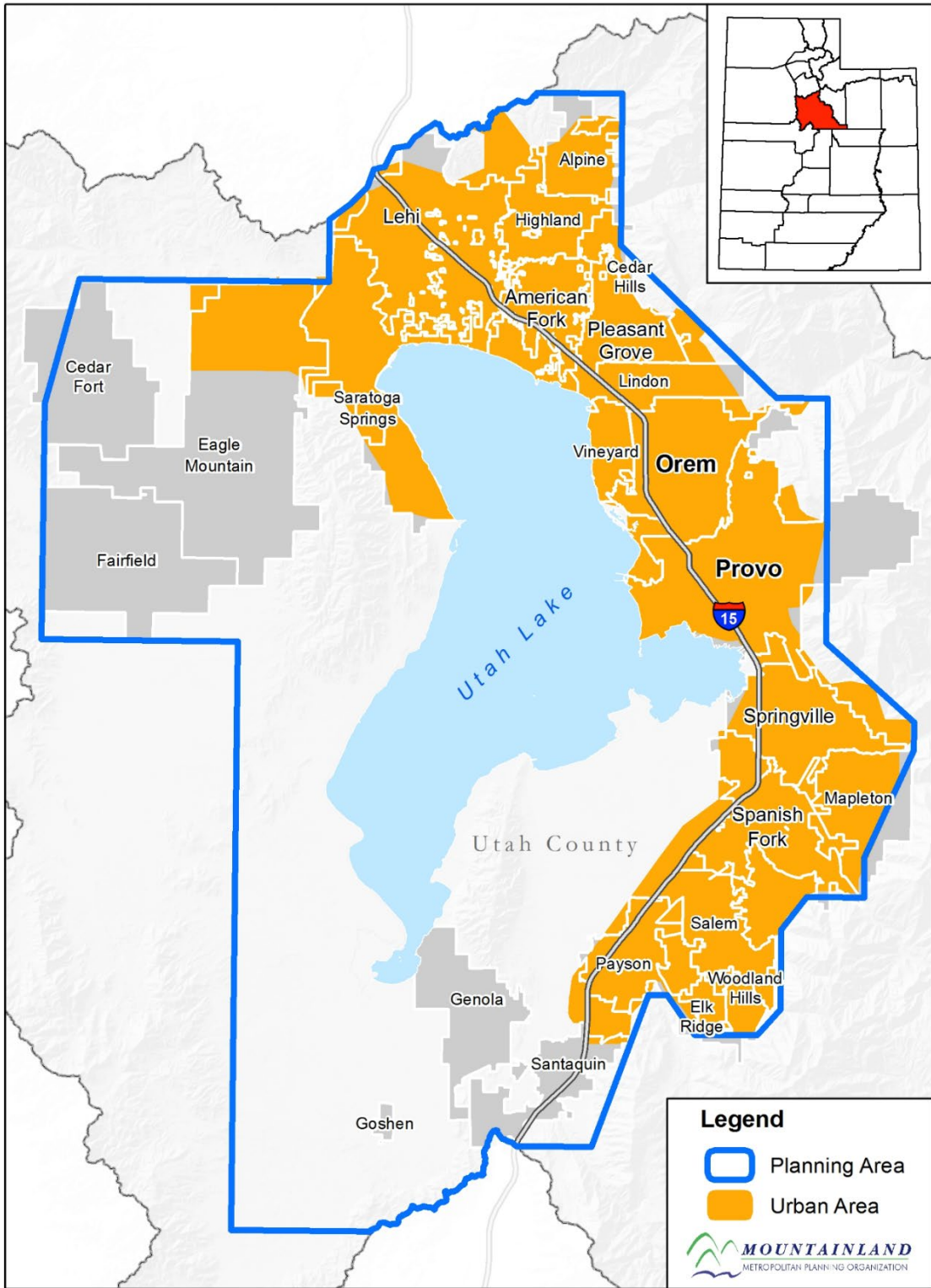
### **Coordination**

**Trista Lawrence Coordination Administrator**  
**(Local Coordinating Council Organizer)**  
**[TLawrence@rideuta.com](mailto:TLawrence@rideuta.com)**  
**(801) 287-2750 or (801) 759-3970 (mobile)**

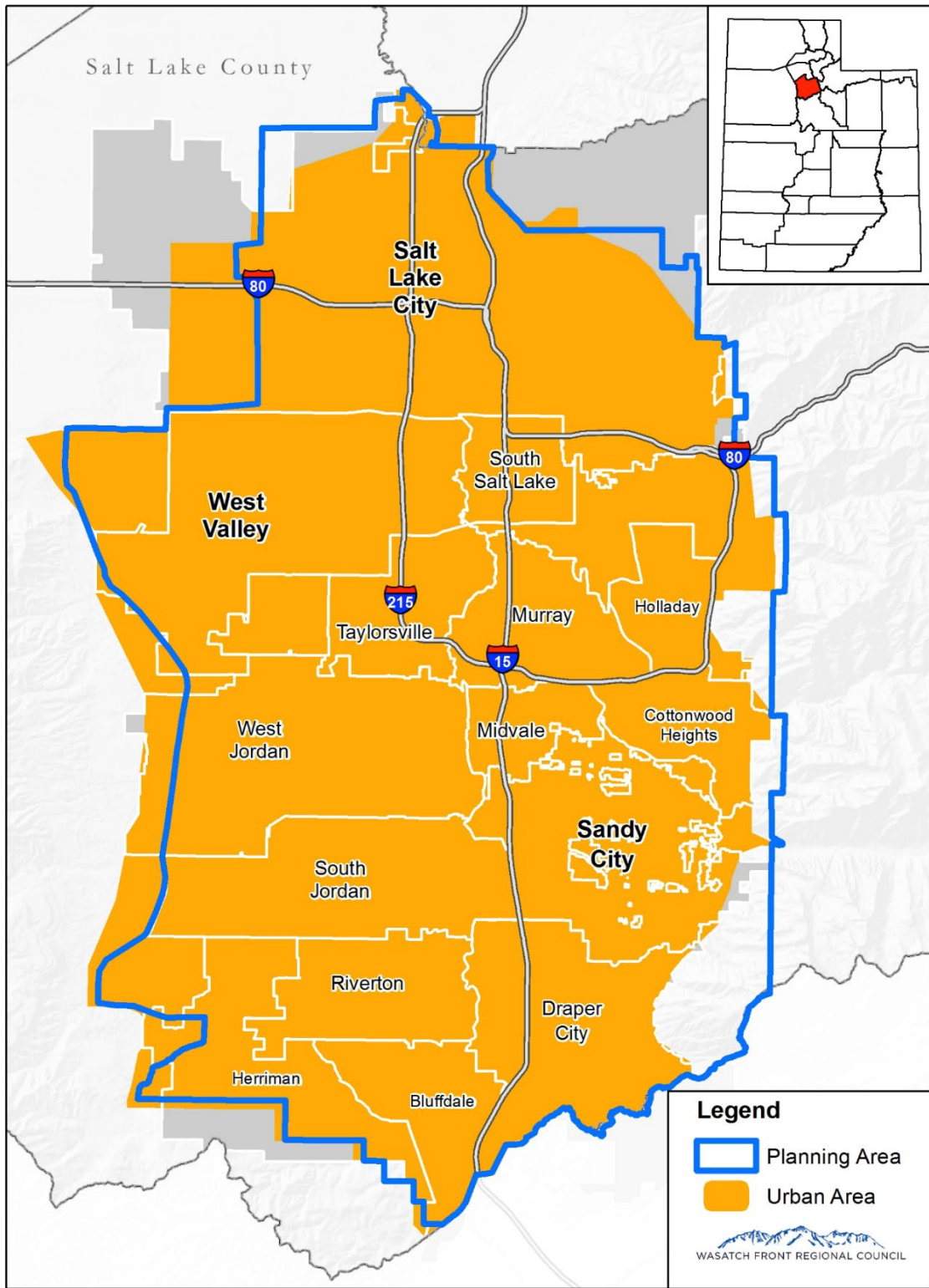
## F. Boundary Maps



**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