



U.S. Department
of Transportation
**Federal Transit
Administration**

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North Dakota,
South Dakota,
Utah and Wyoming

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August 4, 2020

Carolyn Gonot
Executive Director
Utah Transit Authority
600 West 220 South
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Reference: Program Management Plan -Section 5310

Ms. Gonot,

In accordance with Federal Transit Administration (FTA) program circulars, 9070.1G (Enhanced Mobility of Seniors & Individuals with Disabilities - Section 5310, the designated recipient has the authority and responsibility for administering the Section 5310 program and is required to have an approved Program Management Plan (PMP) on file with the appropriate FTA Regional Office. The PMP describes the agencies policies and procedures for administering the afore mentioned FTA programs.

This letter is to inform you of FTA Region 8's approval of Utah Transit Authority's (UTA), 5310 PMP, February 1, 2020.

Please keep in mind that any significant additions or amendments to the PMP must be submitted to FTA Region 8. If you or your staff have any questions, please contact Stephanie Minter at 303-362-2417.

Sincerely,

CINDY E TERWILLIGER Digitally signed by CINDY E TERWILLIGER
Date: 2020.08.06 10:01:00 -06'00'

Cindy Terwilliger
Regional Administrator

cc: Holly Mahoney, Coordinated Mobility Grants Administrator

Attachment: UTA's 5310 Program Management Plan, February 1, 2020

UTAH'S LARGE URBANIZED AREAS
OGDEN-LAYTON, PROVO-OREM, SALT LAKE CITY-WEST VALLEY CITY

FEBRUARY 1, 2020



PROGRAM MANAGEMENT PLAN

FTA SECTION 5310

ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES

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CH. 1 - INTRODUCTION

PROGRAM MANAGEMENT PROCESS

Utah Transit Authority (UTA) became the designated recipient of FTA Section 5310 program funds for Utah's Large Urbanized Areas in 2013. As such, UTA must detail how it plans to administer the funds in a Program Management Plan (PMP); therefore, this PMP describes UTA's policies and procedures for administering the Federal Transit Administration's (FTA) Section 5310: Enhanced Mobility of Seniors and Individuals with Disabilities program. The FTA provides financial assistance through a number of programs to support and develop transportation systems for the public. This PMP is intended to be readily accessible to potential subrecipients, recipient staff, FTA, and the public. The contents of this PMP, such as coordination of service, project selection criteria, and method of distributing funds, have been coordinated with the Transportation Improvement Program (TIP). This PMP was developed under the guidance provided in FTA Circular 9070.1G

The goal of this Program Management Plan is to describe UTA's process for managing the FTA 5310 program within Utah's three urbanized areas. The three urbanized areas include: Salt Lake City – West Valley City, Provo-Orem, Ogden-Layton. As part of this process, UTA intends to fulfill the following objectives:

- Identify, contact and inform public agencies, community organizations, non-profit and private for-profit organizations providing services for seniors and persons with disabilities as to the availability of 5310 program grant funds;
- Establish, promote and outline processes for soliciting and evaluating 5310 program funding proposals;
- Assure that proposals selected for funding are responsive to one or more of the needs identified in the Coordinated Public Transit- Human Services Transportation Plan;
- Assure that the application, evaluation and project selection process ensure fair and equitable distribution of funds within each Urbanized area;
- Establish the requirements for the selected projects to enter into grant agreements with UTA and,
- Summarize the requirements for managing and reporting the progress for implementing the funded projects.

PROJECT SELECTION

The following diagram details how a project is selected, incorporated into the appropriate documents for federal funding, contracted, and managed.

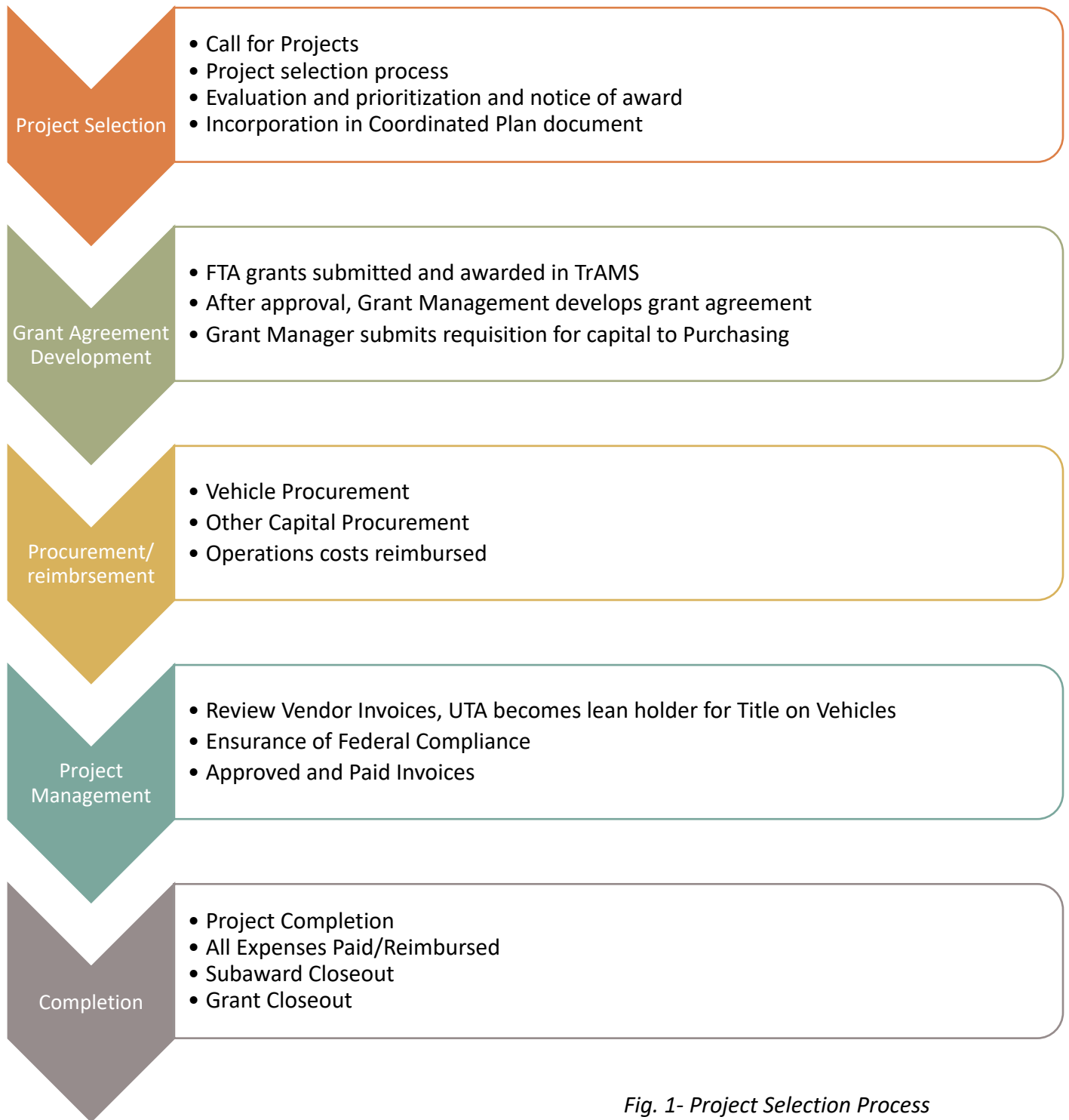


Fig. 1- Project Selection Process

PLAN REVISIONS

UTA will issue timely PMP revisions to FTA as necessary, particularly when information helpful to minority applicants, subrecipients, and third-party contractors is involved. UTA may submit minor changes and technical corrections to FTA to update the approved plan without the need for additional FTA approval. When UTA proposes significant revisions to the PMP, it will give an opportunity to comment to potential subrecipients of assistance, potential service providers, other agencies and representatives of other funding sources, and any relevant associations and professional organizations.

PUBLIC INVOLVEMENT

The public was given opportunity to provide feedback on the UTA 5310 PMP through multiple resources:

- Comments were solicited by the mobility manager from Wasatch Front Regional Council (WFRC) and Mountainland Association of Governments (MAG)
- Email notification was sent to all in the MPO's mobility contact database
- The draft was presented at each Local Coordinating Council and to the 5310 Grant Management Advisory Team
- Posted on Regional Coordinated Mobility website: www.utahridelink.org

CH. 2 – PROGRAM GOALS AND OBJECTIVES

GOALS

The goals of the FTA Section 5310, *Enhanced Mobility of Seniors & Individuals with Disabilities Program* are to increase the transportation options for seniors and individuals with disabilities through grants to private nonprofit groups and others. The program requires coordination with other Federally assisted programs and services in order to make the most efficient use of Federal resources. This program provides funds to serve the special needs of transit-dependent populations beyond traditional public transportation service, where public transportation is insufficient, inappropriate, or unavailable. Toward this goal, FTA provides financial assistance for transportation services planned, designed, and carried out to meet the special transportation needs of seniors and individuals with disabilities in all areas—large urbanized, small urbanized, and rural. The program requires coordination with other federally assisted programs and services in order to make the most efficient use of federal resources. UTA’s overall mission and vision have been adopted by the Grant Management Advisory Team (GMAT) to guide the 5310 large urbanized programs.

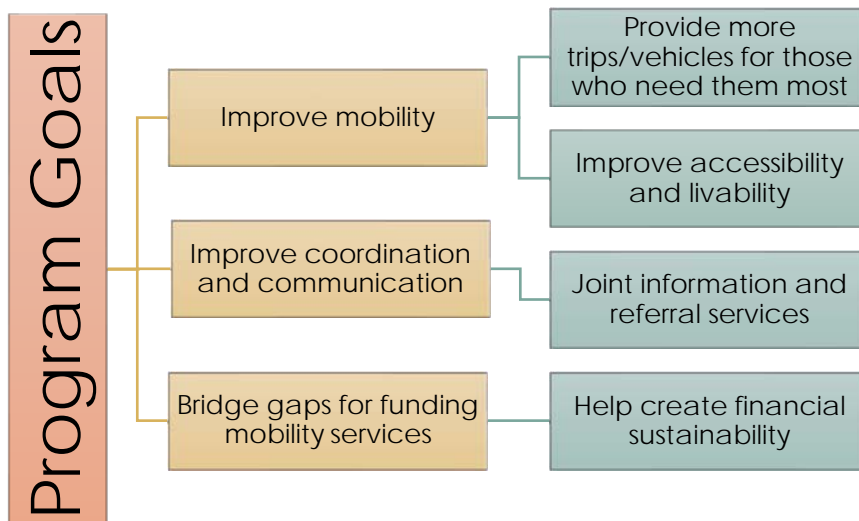


Fig. 2- Program Goals

MISSION

This program’s mission is to connect people with transportation solutions through collaborative partnerships that increase access and mobility of seniors, persons with disabilities, and low-income individuals.

VISION

This program’s vision is to provide an integrated system of innovative, accessible, and efficient transportation services that makes affordable transportation available to those who need it most – seniors, low-income individuals, and persons with disabilities. We do this through partnerships with Human Service transportation providers throughout the Wasatch Front.

CH. 3 – ROLES AND RESPONSIBILITIES

Management of the 5310 large urbanized area (UZA) program is a joint effort between the Federal Transit Authority (FTA), Metropolitan Planning Organizations (MPOs), Utah Transit Authority (UTA), Grant Management Advisory Team (GMAT) and the local coordinating councils to promote the efficient use of grant funds and to ensure their fair and equitable distribution.

Federal Transit Administration (FTA): FTA must approve the grant-funded projects before UTA can enter into a grant agreement with the subrecipient. FTA approval of grant projects can take three (3) to six (6) months depending on the type of project. Following FTA approval and then signing of the subrecipient agreement between UTA and the subrecipient, projects can begin.

Metropolitan Planning Organization/Association of Governments (MPOs/AOGs): BRAG, MAG, and WFRC are primarily responsible for the Transportation Improvement Programs, Coordinated Public Transit- Human Services Transportation Plan (Coordinated Plan), Regional Transportation Plans, and related portions of the Statewide Transportation Improvement Program (STIP), and Statewide Transportation Plan. 5310 grant-funded projects must be included in the Coordinated Plan and the STIP.

Utah Transit Authority (UTA): UTA is the designated recipient for 5310 funds allocated to the three large urbanized areas of Utah. UTA's role includes administering, managing and programming these funds, and selecting and monitoring the implementation of funded projects. UTA also has a responsibility to ensure that all interested parties have a fair and equitable opportunity to apply; and if selected, receive a fair and equitable distribution of funds. Once funds are distributed, UTA is to ensure that all selected grant recipients comply with guidelines as defined by the FTA and any state or local authority. UTA is also responsible to ensure that the project review and selection process will include a determination that subrecipient projects are consistent with the Coordinated Plan and are eligible for 5310 funds.

Grant Management Advisory Team (GMAT): The Grant Management Advisory Team is representative of the diverse stakeholders participating in the local coordination efforts. The GMAT acts in an advisory capacity to the UTA 5310 large urbanized grant program. The GMAT is comprised of representatives from UTA's Grant Management Team, all three MPOs, and a representative from each of the local coordinating councils. The GMAT makes the final awards of 5310 funds for each application cycle based on each LCC's approved final project ranking and selection process.

Local Coordinating Councils (LCC): The local coordinating councils include participation from seniors, individuals with disabilities, representatives of public, private, nonprofit transportation and human services providers. The LCC's provide a forum for discussion of mobility needs and resources, development of coordination projects, and sharing of technical resources. The LCC's are integral in the development of the Coordinated Plans. Each LCC determines and approves the final 5310 project ranking and selection process used by the GMAT to award FTA 5310 funds.

CH. 4 - COORDINATION

UTA coordinates with other stakeholders and supports coordination at the project level through: participation in the GMAT and local coordinating councils, collaboration with BRAG, MAG, and Wasatch Front Regional Council (WFRC), and outreach to the public and private sector. UTA is responsible for certifying that, in accordance with the Fast Act, projects selected for funding under this program are included in a locally developed, Coordinated Plan.

LOCAL COORDINATING COUNCILS

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 serve Weber/Davis, Salt Lake and Utah Counties. (Please note the county lines are only approximate to the Urbanized Area lines, and the exact areas served can be seen on the maps located in Appendix C page 38.) Council membership includes seniors, individuals with disabilities, representatives of public, private, nonprofit transportation and human services providers, and other members of the public. This also includes subrecipients who are required to participate.

COORDINATED PUBLIC TRANSIT – HUMAN SERVICES TRANSPORTATION PLAN

The FTA requires preparation of a locally developed, Coordinated Public Transit- Human Services Plan (Coordinated Plan) for all FTA human service transportation programs. The Coordinated Plan is required to be developed and approved through a process that includes participation by seniors; individuals with disabilities; representatives of public, private, and nonprofit transportation and human service providers; and other members of the public.

The services funded through the FTA 5310 large urbanized program will be coordinated with transportation services assisted by other federal departments and agencies, including any transportation activities carried out by a recipient of a grant from the Department of Health and Human Services to the maximum extent feasible. The figure on page 8 illustrates the Coordinated Plan development process and includes:

- An assessment of available services that identifies current transportation providers (public, private, and nonprofit);
- Assessment of transportation needs for individuals with disabilities, seniors, and people with low incomes;
- Strategies, activities, and/or projects to address the identified gaps between current services and needs, as well as opportunities to improve efficiencies in service delivery; and
- Priorities for implementation based on resources (from multiple program sources), time, and feasibility for implementing specific strategies and/or activities identified.

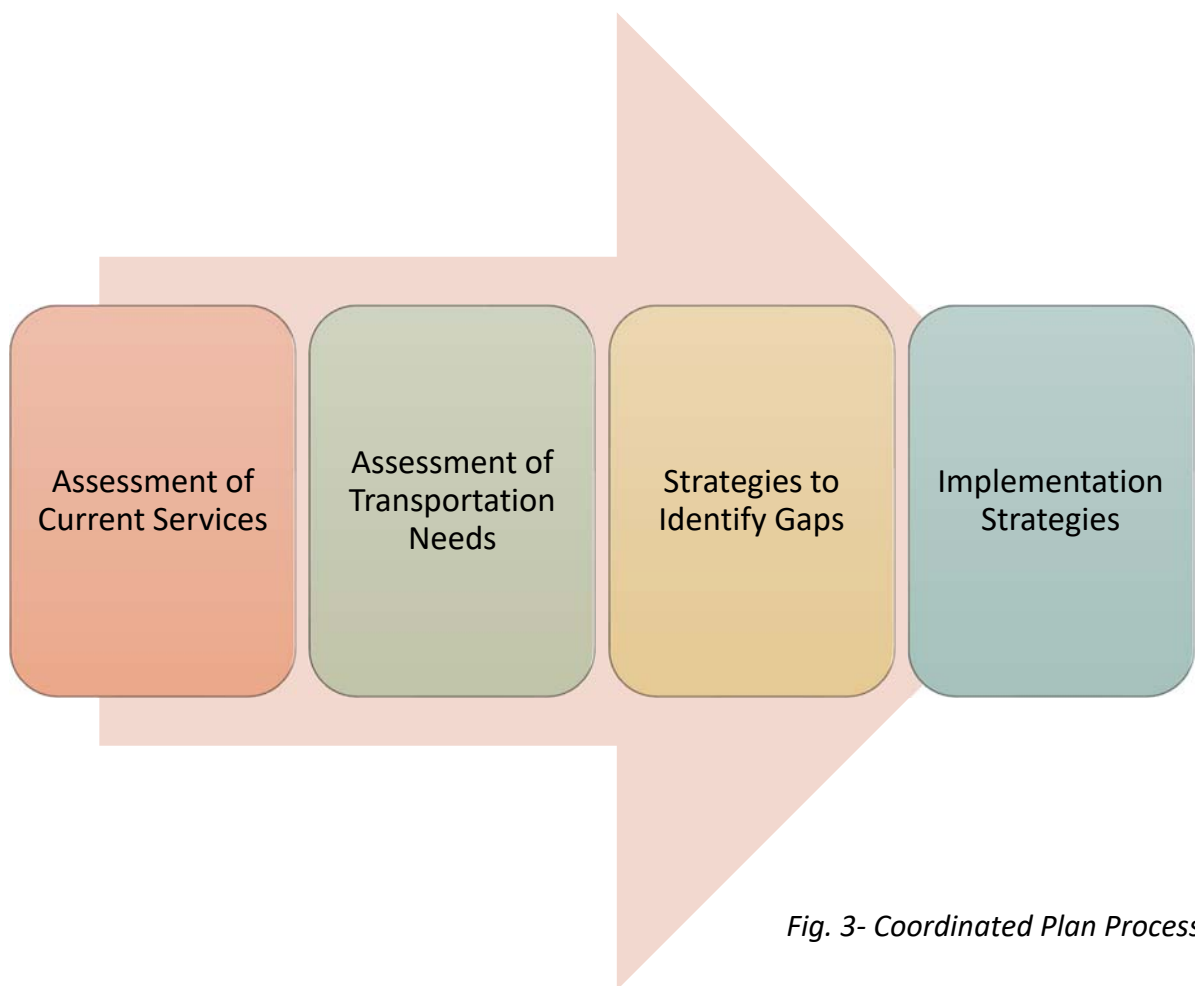


Fig. 3- Coordinated Plan Process

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

UTA is the responsible agency, in collaboration with the local coordinating councils, BRAG, MAG, WFRC, and other stakeholders, for the development of the Coordinated Plans for Utah’s large urbanized areas. Although UTA does not submit the Coordinated Plans to FTA for review and approval, UTA does certify that projects were selected from projects listed in the plan. Consistency with the Coordinated Plan is part of the project selection criteria and required for funding.

CH. 5 – ELIGIBILITY REQUIREMENTS

ELIGIBLE SUBRECIPIENTS

Specific criteria must be met for subrecipients to be eligible for 5310 funding:

1. Projects must be submitted by eligible organizations within the UTA UZA'S. There are three UZA'S that include Ogden – Layton, Salt Lake City – West Valley City, and Orem – Provo. For a map of the three UZA's, please refer to Pages 35-37
2. The Fast Act designates two separate project types for funding within the 5310 program. These have differing eligible subrecipients: “Traditional” and “Other”. Below, you will find a summary of the eligible subrecipients by 55% “Traditional” and 45% “Other”.

TRADITIONAL – 55% OF ANNUAL APPORTIONMENT

- Private Non-Profit Organizations
- State or Local Governmental Authorities that are either:
 - Approved by a state to coordinate services for seniors and individuals with disabilities; or
 - Certify that there are no non-profit organizations readily available in the area to provide the service.

OTHER – 45% OF ANNUAL APPORTIONMENT

- Private Non-Profit Organizations
- Public Transportation Operators
- State or Local Governmental Authorities
- Private Taxi Companies (providing shared-ride taxi service)

3. Projects must meet the intent of Utah’s Long-Range Transportation Plan as required by federal law and DOT regulations.
4. Project must demonstrate consistency with the goals of the Coordinated Transit Plan at the time of application.
5. Have a minimum match of 20 percent for capital and 50 percent for operations of local (nonfederal) funding as required by the Fast Act

Following project selection, projects will be incorporated into the Transportation Improvement Program (TIP) and the Program of Projects (POP) will be attached to the Coordinated Transit Plan. UTA will ensure the 55/45 split for each year is achieved as applications are reviewed and approved.

ELIGIBLE PROJECTS

The FTA 5310 Circular provides very specific guidance on eligible activities and subrecipients.

55% - At least 55% of the apportionment must be spent on “Traditional” capital projects, such as those 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.

35% - A minimum of 35% and up to 45% of the apportionment may be used for “Other/Non-Traditional” types of projects that are:

- Public transportation projects that exceed the requirements of the ADA,
 - Public transportation projects that improve access to fixed-route service and decrease reliance by individuals with disabilities on complementary paratransit,
 - Alternatives to public transportation that assist seniors and individuals with disabilities.
- * Note- Operating assistance for required ADA complementary paratransit service is not an eligible expense for the 45% “Other/Non-Traditional” category.

10%- UTA reserves up to 10% of the apportionment for program administrative activities. UTA uses these funds for general administrative and overhead costs, staff salaries, office supplies, development of specifications for vehicles and equipment, and other eligible costs associated with managing the grant program and providing technical assistance.

EXAMPLES OF PROJECTS

55% TRADITIONAL PROJECTS	35%-45% OTHER/NON-TRADITIONAL PROJECTS
<ul style="list-style-type: none"> • Vehicles and vehicle related activities for Section 5310-funded vehicles: <ul style="list-style-type: none"> (1) Purchase of expansion or replacement buses or vans, and related procurement, testing, inspection, and acceptance costs; (2) Vehicle rehabilitation or overhaul; (3) Preventive maintenance; (4) Radios and communication equipment; and (5) Vehicle wheelchair lifts, ramps, and securement devices. Vehicles and vehicle related activities • Passenger facilities related to Section 5310-funded vehicles such as benches or shelters • Support facilities and equipment for Section 5310-funded vehicles such as shop equipment, extended warranties, computer hardware or software, dispatch systems, etc. • Lease of equipment when lease is more cost effective than purchase. • Purchase of transportation services under a contract, lease, or other arrangement. • Mobility management and coordination programs. • Capital activities to support ADA complementary paratransit service, so long as the service is provided by an eligible recipient/sub-recipient (C 9070.1G, p. III10) 	<ul style="list-style-type: none"> • Public transportation projects (capital and operating) that exceed the requirements of the ADA. <ul style="list-style-type: none"> - Enhancing paratransit beyond minimum requirements of the ADA such as expansion of paratransit service , expansion of current hours of operation, or enhancement of the level of service by providing escorts or assisting riders through the door of their destination • Public transportation projects (capital and operating) that improve accessibility such as making accessibility improvements to transit and intermodal stations not designated as key stations, or travel training services. • Public transportation alternatives that assist seniors and individuals with disabilities with transportation (capital and operating). <ul style="list-style-type: none"> (1) Purchasing vehicles to support accessible taxi, ridesharing, and/or vanpooling programs. (2) Supporting the administration and expenses related to voucher programs for transportation services offered by human service providers. (3) Supporting volunteer driver and aide programs.

Fig. 4- Project Examples

LOCAL SHARE AND FUNDING REQUIREMENTS

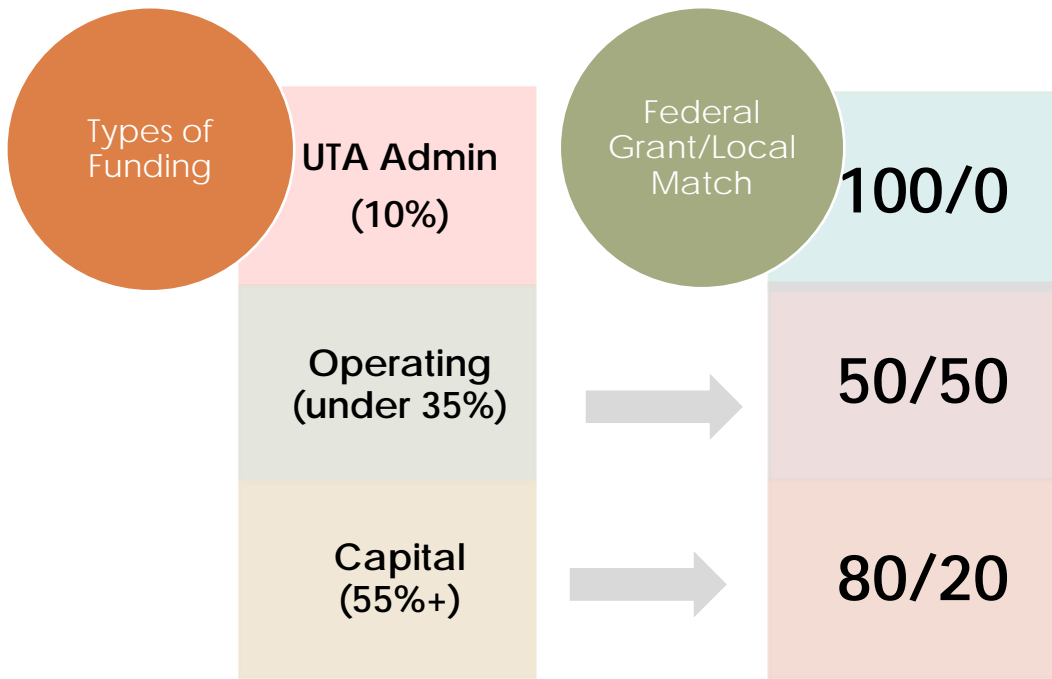


Fig. 5- Funding and Match Percentages

The Federal Share for Capital Projects (purchase of vehicles, related capital equipment or acquisition of transportation services under contract) is 80 percent and the local match is 20 percent¹. Local match must be cash or services provided from sources other than DOT funds, except where permitted. For vehicle and related capital equipment purchases, the local match must be cash, or in-kind with approval. Other federal funds can be used as match if allowed by that program.

The Federal Share for Operating Assistance is 50 percent and the local match is 50 percent. Funds are available to cover the net operating deficit after fares are applied to eligible expenses. Local match must be cash or services from sources other than DOT funds, except where permitted as match. Other federal funds can be used as match if allowed by that program. Donation and volunteered services are considered local match. All sources of local match must be identified and described in the grant application at the time of grant award.

In addition, the local share may be derived from federal programs that are eligible to be expended for transportation, other than DOT programs, or from DOT's Federal Lands Highway program. Examples of types of programs that are potential sources of local match include: employment, training, aging, medical, community services, and rehabilitation services. Specific program information for other types of federal funding is available at [FTA CCAM Website \(transit.dot.gov\)](https://www.transit.dot.gov/FTA-CCAM-Website)

¹ The FTA allows an exception for the federal share to exceed 80 or 50 percent for certain projects related to ADA and Clean Air Act (CAA) compliance. For now, UTA chooses to have a flat 80/20 or 50/50 percent for all projects. (FTA C 9070.1G Page III-16)

CH. 6 – COMPETITIVE APPLICATION AND AWARD PROCESS

UTA has established a two-year grant cycle. Beginning in December of 2019, two years of funding will be made available to eligible applicants through a Notice of Funding Opportunity (NOFO) published on the UTA 5310 program website. In addition, the NOFO is sent to the regional MPOs and to members of each of the LCC's. Pre-award authority may be exercised by UTA for use of administrative funds. Pre-award authority is available for certain on-going collaborative projects awarded to subrecipients.

Once the POP is approved by FTA, successful applicants enter into a Grant Agreement with UTA. This agreement is non-negotiable and remains in effect until the terms of the agreement are met. The agreement includes certifications regarding restrictions on lobbying and debarment and suspension. Subrecipients are responsible for complying with the requirements of the UTA agreement and all applicable FTA regulations. All grants are subject to the requirements of UTA's 5310 Program Management Plan.

Fig. 6 shows the primary steps leading up to agreement negotiation, and Fig. 7 shows the 5310 Grant cycle through the two years. The timeline dates are subject to change based on circumstance. Specific dates for each step are posted every December on UTA's website: <http://www.utahridelink.org/5310-Grant>

COMPETITIVE PROCESS TIMELINE

Year 1

- Dec 15th – Notice of Funding Opportunity
- First week of January- Application Workshop
- Jan 15th – Letter of intent
- 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 – Scoring and Ranking, POP draft
- April – Committees receive documents to review scores and ranking
- April LCCs – Applicants can present their projects to their selected committees
- May – Committees final approval of projects to be awarded
- June – Award letters sent out
- Sept 7th – Send out grant agreements to the subrecipient (if grant is awarded)
- Sept 15th thru 20th – Post Award Training for Operations and UTA's Grant Management System
- Oct 1st – Projects begin (ops reimbursements begin, quarterly reporting, procurements)

- November – Pre-Order Meetings with subrecipients
- December- Vehicles Ordered
- November thru February – Site visits and vehicle inspections conducted (subrecipients will have site visit every 2 years)

Year 2

- March – Post award training for vehicles, capital projects, and RidePilot management
- April thru June – Vehicle deliveries



Fig. 6- Award Steps

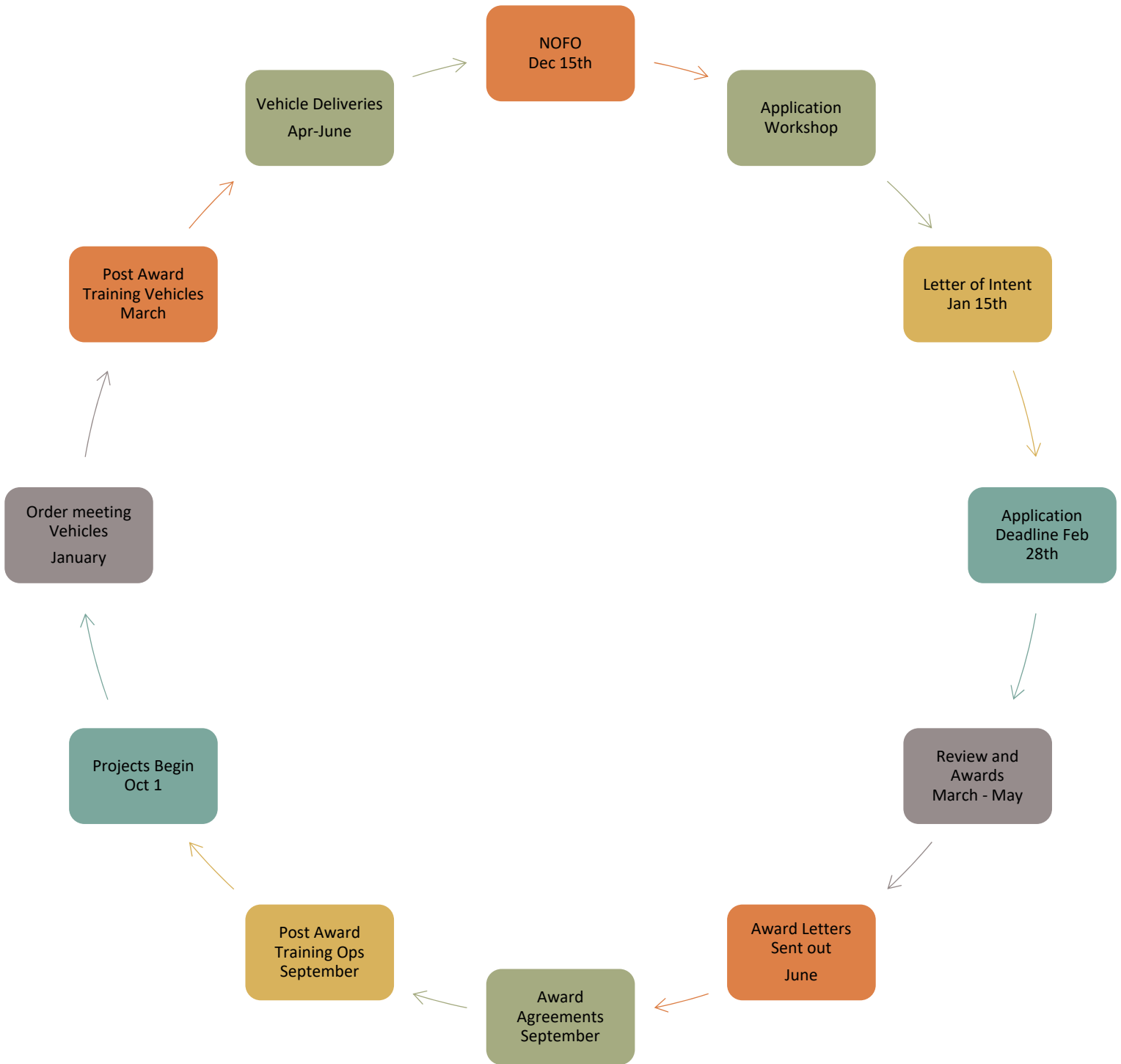


Fig. 7 - Award Cycle

PROJECT SELECTION CRITERIA

The Project Selection Criteria was developed to encourage coordination among providers, to improve resource efficiencies, and to provide for an equitable distribution of Federal funds.

For a competitive application to be considered for funding, the following criteria must be met:

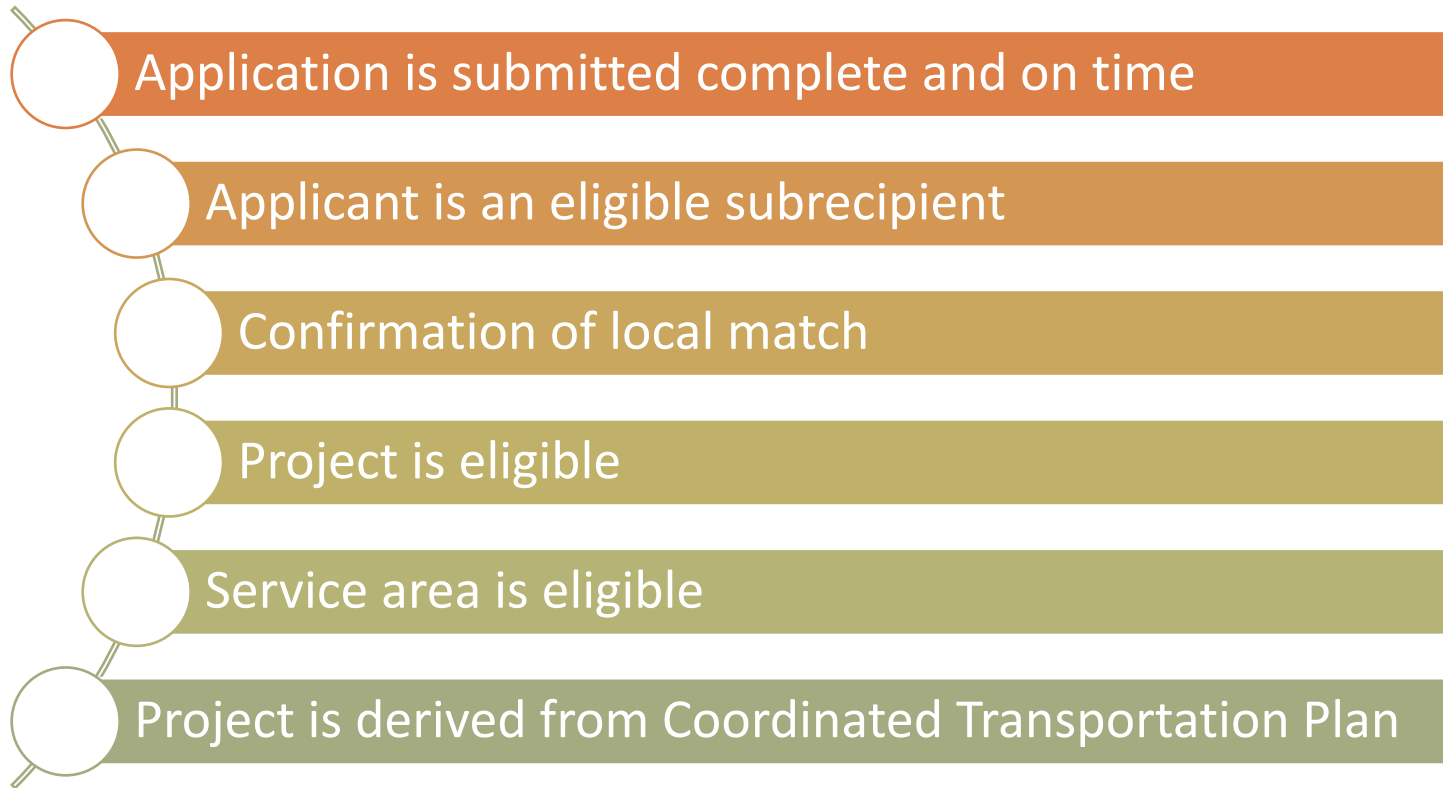


Fig. 8 - Project Requirements

REQUIRED DOCUMENTS FOR APPLICATION

Applicants must have the following:

- 1) Attended the mandatory application workshop and signed the attendance sheet;
- 2) Federal Unique Identifier or DUNS number and be registered in the SAM system (Federal System for Award Management) <https://sam.gov/SAM/>;
- 3) Fleet Inventory if applicable;
- 4) Letter of Commitment of local funds for their match, including the specifics of the match source;
- 5) Title VI Plan, with LEP four-factor analysis;
- 6) ADA Policy;
- 7) EEO Policy;
- 8) Public notices and complaint forms,
- 9) Drug Free Workplace Policy;
- 10) Current financial statement or audit;
- 11) W9;
- 12) Proof of tax-exempt status;
- 13) Driver training program information if applicable,
- 14) Risk Assessment

SCORING APPLICATIONS

Each application is reviewed and scored by UTA’s Coordinated Mobility Office, on UTA’s Grant Management System. Projects will be scored with a maximum score of 100 based on the criteria in the following table:

EVALUATION CRITERIA		SCORING EXPLANATION	SCORING
1	FTA 5310 Coordination Requirement	How does the project address the needs and strategies identified in the current Coordinated Plans? FTA requires that the project address at least one need/strategy. 1) Describe the need for your project and what transportation gaps your project will fill. 2) Describe how your project will meet one or more strategies identified in the Coordinated Plan. 3) Describe how your project fits into one or more of the identified projects in the Coordinated Plan.	0-30
2	Commitment to Collaboration	How does the project demonstrate commitment to collaboration? 1) How many LCC meetings have you or your agency attended annually? 2) Describe any current formal or informal partnerships you have with other human service and/or transportation agencies to collaborate on the provision of transportation service. 3) Please describe how this project is a collaboration with other human service and/or transportation providers.	0-25
3	Project Work Plan	1) Please describe your project (must include goals). 2) Staffing plan: information and qualifications for staff. 3) Technical capacity: agencies ability to complete project and experience. 4) Implementation plan: timeline and milestones.	0-25
4	Performance Measures	1) What is the total number of seniors and/or individuals with disabilities this project will serve? 2) What is the total number of one-way trips the project will provide? -OR- 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?	0-20

APPLICATION APPROVAL AND PROGRAM OF PROJECTS

Fig. 9 - Application Scoring

The LCC’s within each UZA will choose a committee to represent them in the final decision-making process. After the UTA 5310 staff have scored each application, the committee members chosen will receive access to view the applications using the Grant Management Program. Each applicant will get an opportunity to discuss their projects in an LCC meeting before final decisions are made. GMAT will make final awards based on committee recommendations.

Awarded applications will be finalized in the Program of Projects (POP) and will identify the subrecipients and projects for which UTA is applying to FTA for financial assistance.

CH. 7 - PROCUREMENT AND REIMBURSEMENT

UTA must ensure that all capital purchases and reimbursement requests are compliant with federal procurement rules and cost eligibility. This includes: Buy America, Environmental Protection Act and Clean Air Act requirements. The following provides information on UTA’s procurement and reimbursement process.

CAPITAL

All capital purchases over \$3,000, except infrastructure projects, will be procured by UTA on behalf of the subrecipients to ensure compliance with federal procurement rules. Subrecipients constructing infrastructure projects must submit all procurement and contracting information to UTA before each step in the procurement process is finalized. (For example: Requests for Proposal (RFP) must be approved by UTA before publication and contracts with vendors must be reviewed and approved prior to execution.) Local match of 20% of the total cost of capital purchases must be received by UTA no more than 30 days prior to delivery, or on date of delivery.

For all capital projects UTA is required to maintain continuous control of the assets through the duration of its federal useful life. For vehicles, UTA will place a lien on the title of the vehicle and will release that lien at the end of the federal useful life, or if disposed of before its useful life has been met. Following release of the lien, subrecipients are required to provide notice to UTA of disposal of the vehicle. If vehicle is sold for over \$5,000, the excess amount must be returned to UTA for re-programming².

VEHICLE TYPES AND USEFUL LIFE




Vehicle Class	Photo	Approx. GVWR	Seat #	Length	Federal Useful Life
Medium-Size, Light-Duty Bus & Van Chassis Cutaway Bus		10,000-16,000 lbs.	12 - 16	20 – 25 ft.	4 years or 100k miles
Small, Light Duty - Bus		6000-14,000 lbs.	3 - 14	20 - 22 ft	4 years or 100k miles
Vans, Minivans, Sedans		6000-14,000 lbs.	3-14	<20 ft	4 years or 100k miles

Fig. 10 - Vehicle Type and Federal Useful Life

² FTA is entitled to its share of the remaining federal interest upon disposition of federally assisted property before the end of its useful life or for a value greater than \$5,000 after the useful life has been met. (FTA C 5010.1E Chapter IV)

VEHICLE PROCUREMENT PROCESS

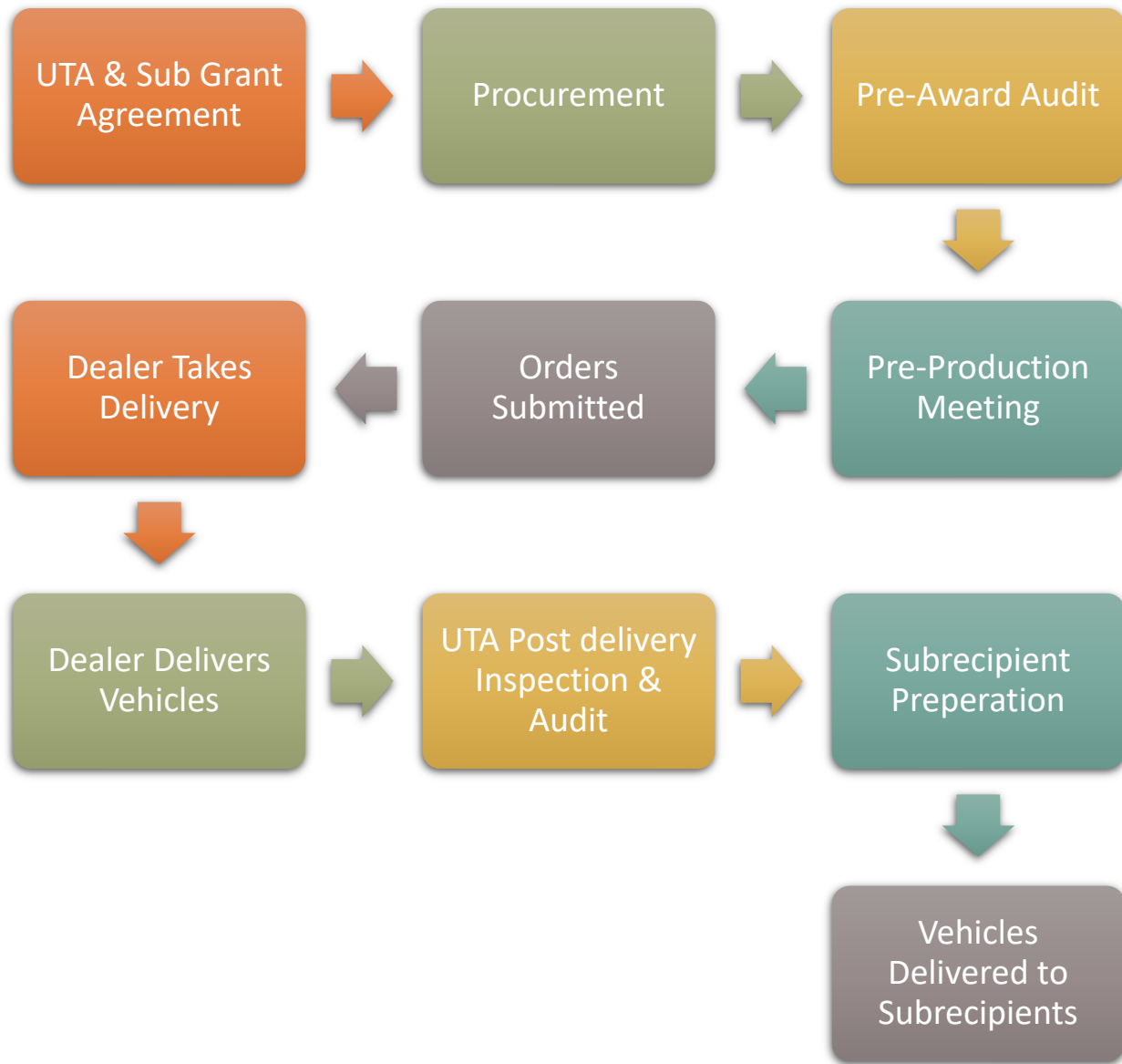


Fig. 11 - Vehicle Procurement Process

OTHER CAPITAL PROCUREMENT

Other capital procurement is similar to vehicular, but with fewer steps. UTA and the subrecipient will draft and sign a contract agreement. UTA will procure the capital before delivering it to the subrecipient.

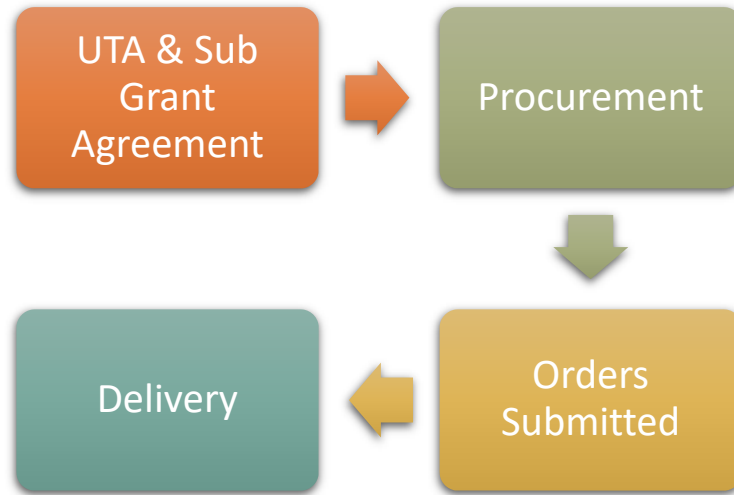


Fig. 12 - Other Capital Procurement Process

OPERATIONS REIMBURSEMENT

Subrecipients receiving operations funding will receive their award on a reimbursement basis. Subrecipients will track all their operational expenses through UTA's Grant Management System and submit expense reporting and payment requests through the online portal process. All expenses are required to have supporting documentation for proof of payment. Supporting documents must follow the FTA's regulations of approved expenses. Once submitted, UTA will reconcile the expenses and documentation, then forward that request to the Accounting Department for payment to be issued. UTA pays invoices within 30 days of a payment request.

Subrecipients may choose to make payment requests monthly, or quarterly, but must notify UTA which option they are choosing. UTA will reimburse subrecipients 50% of the total expenses incurred in the reporting period (quarter or month). Once payment is received by the subrecipient, they should notify UTA that the check was received.

Invoices will not be paid if subrecipients are not up to date on their reporting and compliance requirements.

CH. 8 - PROJECT ADMINISTRATION AND REPORTING REQUIREMENTS

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

FTA MANAGEMENT

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

- Federal Financial Assistance Transparency Act Report (FSRS)
- Annual program of projects status reports.
- Quarterly/Annual milestone progress reports.
- Program measures.
- Transportation program income, if applicable.
- Incidental use of any vehicles.
- Biannual DBE reports
- Annual civil rights compliance.

SUBRECIPIENT AWARD MANAGEMENT

Subrecipients who have received vehicles must report their vehicle utilization and maintenance in UTA's RidePilot software daily but no less than weekly.

All subrecipients must complete quarterly and annual reports in the UTA Grant Management System online award manager. If quarterly reports are not completed, Operation Reimbursement requests will be denied. Operation Reimbursement Requests may be submitted monthly or quarterly in UTA Grant Management System.

Subrecipients must send updated Financial Reports and/or Financial Audit Reports to UTA CMM staff annually.

RECIPIENT ADMINISTRATION, PLANNING AND TECHNICAL ASSISTANCE

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

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

CH.9 COMPLIANCE REVIEW PROCESS

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

SITE VISIT AND INSPECTION

Every 2 years UTA conducts a comprehensive compliance review site visit and vehicle inspection to ensure subrecipients are following all 5310 requirements. This review includes the following:

- Subrecipients are provided a Risk Assessment Questionnaire to be completed prior to the site visit.
- Inspection of 5310 vehicles to verify the vehicle is being used for the intended purpose, that it is being maintained and those activities are documented accurately and on schedule.
- Review of vehicle and driver training documentation
- Award financial documentation is accurate and being maintained according to the grant agreement.
- Civil Rights compliance including Title VI, ADA, EEO and DBE.
- Review of reporting information in both grant management and RidePilot systems for compliance and completion.

Following the site visit, UTA provides a follow-up letter indicating areas of deficiency and an action plan to bring the subrecipient into compliance. If additional technical assistance is needed the letter will indicate the nature of the support and a timeline for completing these activities. If any civil rights deficiencies are found, this letter will be copied to the UTA Civil Rights department. This letter will be sent to subrecipients within 30 days of the site visit.

NOTE: All subrecipients may be subject to review by FTA during an FTA triennial review of UTA.

VEHICLE TRACKING AND COMPLIANCE

Vehicles and other capital assets are tracked in UTA's RidePilot system. Subrecipients with vehicles must submit daily vehicle utilization reports at least weekly in RidePilot. The information required includes:

- Vehicle mileage
- Number of one-way trips provided
- Passenger type (senior, disabled, other)
- Preventive maintenance activities and other maintenance activities
- Number of seniors or people with disabilities served (reported quarterly)
- Any accidents or damage

ACCIDENT/INCIDENT REPORTS

Accidents or incidents must be reported to UTA within 24 hours of the event to UTA's 5310 Grant Manager or someone else in the Coordinated Mobility office. It must also be reported in RidePilot.

COORDINATED MOBILITY GRANT MANAGER:

801.237.1994 (Office)

801.541.8053 (Mobile)

Minor Accident/Incident: Subrecipient will provide a copy of incident reporting form with photos and a timeline for repair. Subrecipient will provide documentation of repair or insurance proceeds

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

In case of a serious accident and/or incident, the subrecipient must contact UTA immediately. The information will then be reported to the FTA Region VIII Emergency Coordinator. An accident reporting form should be available in each vehicle and be filled out at the scene.

VEHICLE MAINTENANCE

All vehicle maintenance must be tracked in RidePilot. Subrecipients must upload receipts and if relevant, can upload photos as well. Required Preventative Maintenance must also be uploaded in the appropriate section of RidePilot, based on the vehicle manufacturer's maintenance schedule. If the vehicle has a wheelchair lift, the subrecipient must also take the same steps to track lift maintenance and follow the manufacturer's recommended maintenance schedule.

DRIVER TRAINING COMPLIANCE

Subrecipients must provide proof of completion of all training for drivers.

Drivers must be trained on the following topics:

- Defensive Driving
- Distracted Driving and Driver Fatigue
- Customer Service and Communication
- Avoiding Driver Stress
- Disability Etiquette and Awareness:
 - Assisting Passengers with Service Animals
 - Diabetes, Epilepsy and Seizure Disorders
 - Hidden Disabilities
- Wheelchair Ramp/Lift Operation and Securement
- ADA Requirements
- Bloodborne Pathogens
- Transporting an Aging Society
- Civil Rights and Sexual Harassment
- Accidents and Emergencies:
 - Evacuation
 - Fire Extinguishers

Subrecipients can use the Community Transportation Association of America's (CTAA) PASS training certification program to meet all driver training requirements. Additional training is held annually at Utah's Urban Rural Specialized Transportation Association (URSTA) Conference and through the CTAA learning portal. <https://ctaa.org/pass-online/>

CH. - 10 CIVIL RIGHTS

UTA follows Federal civil rights requirements and monitors subrecipient compliance through periodic reports and audits. Grant Agreements with subrecipients include a provision that the subrecipient shall, in the performance of the agreement, follow applicable federal, state and local statutes, ordinances and regulations. This includes all federal civil rights laws. The following are the requirements for compliance with Title VI: Limited English Proficiency (LEP) policy including four factor analysis to determine Safe Harbor Language, contact information for complaints and a complaint policy, Equal Employment Opportunity (EEO), American's with Disabilities Act (ADA), and FTA Drug and Alcohol regulations. Title VI and other plans must be posted in public areas, on the subrecipients website, and in the vehicles. All information must also be provided in the Safe Harbor language as determined by the LEP plan.

TITLE VI

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

- Title VI Plan—must be updated no less than every 3 years;
- LEP—Limited English Proficiency Plan submitted as part of the Title VI plan
- EEO – Equal Employment Opportunity Policy or statement
- FTA Certifications and Assurances—must be signed and submitted annually
- Recipients that have transit-related, non-elected planning boards, advisory councils or committees, or similar bodies, the membership of which is selected by the recipient, must provide a table depicting the racial breakdown of the membership of those committees, and a description of efforts made to encourage the participation of minorities on such committees or councils.

All Civil Rights policies must be posted on the subrecipients website, in the vehicles, and in public areas.

Elements of the Title VI plan:

- Adoption of Policy by Governing Board affirming intention to meet all Title VI requirements.
- Title VI notice to the public, must be on agency's website and in vehicles.
- Complaint procedures and complaint form.
- A listing of all complaints, claims, and lawsuits alleging discrimination (includes Title VI, EEO and ADA)

In order to document that Section 5310 funds are passed through without regard to race, color or national origin, and to document that minority populations are not being denied the benefits of or excluded from participation in the Section 5310 Program, UTA prepares and maintains the following information:

- A record of funding requests received from private non-profit organizations, State or local governmental authorities, and Indian tribes. UTA records identify those applicants that would use grant program funds to help predominantly minority populations and indicate whether those applicants were accepted or rejected for funding.

- A description of how UTA develops its competitive selection process or program of projects submitted as part of its grant applications. The description includes the method used to ensure the equitable distribution of funds to subrecipients that serve predominantly minority populations, including Native American tribes, where present.
- A description of UTA's criteria for selecting entities to participate in an FTA grant program.

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

1. Appoint a Title VI coordinator;
2. Obtain Title VI training for coordinator and other key staff;
3. Proactively prevent discrimination as defined in Title VI and related authorities; disseminate Title VI Program information to staff and the public;
4. Include Title VI language in all agreements with consultants and contractors for federally funded projects;
5. Collect and maintain data on race, ethnicity, LEP, and income of populations in the service area (subrecipients may use UTA data);
6. Provide information in other languages, as necessary;
7. Proactively include traditionally underrepresented populations that are hard to reach through the traditional notification process in public involvement and informational processes;
8. Analyze the benefits and burdens of activities and projects on the Title VI-protected population in the service area (subrecipients may use UTA's four factor analysis);
9. Perform periodic self-assessments for Title VI compliance;
10. Develop periodic Title VI reports;
11. Correct any deficiencies identified during a review or complaint;
12. Have a process to address complaints;
 - a) Provide the public access to defined complaint procedures and a complaint form
 - b) Public Notices should include:
 - Process for filing complaints
 - Description of investigative process
 - Responsible agency staff
 - Time limits to submit complaints and complete investigations
 - c) Maintain a complaint tracking procedure; and
 - d) Maintain a complaint log containing the following information for each complaint filed:
 - Name and address of person who filed the complaint
 - Date of complaint
 - Basis of complaint, to include race, color, or national origin

- Status of complaint
 - Actions taken
- e) Submit completed complaint investigations to the UTA Title VI Compliance Officer.

LEP

Subrecipients are required to take reasonable steps to ensure meaningful access to their programs and activities by Limited English Proficient (LEP) persons. These are persons who may have trouble speaking, reading, and writing English sufficiently to access service. The subrecipient is required to certify that their agency provides reasonable alternate-language accommodation for LEP persons through a four-factor analysis based on their area of service.

EEO

The subrecipient must agree that it will not discriminate against any participant on the grounds of race, color, creed, gender, disability, age, or national origin and ensure applicants and employees are treated fairly. To comply with Equal Employment Opportunity (EEO) requirements, the subrecipient must provide proof of its EEO policy, public notice, and contact information of EEO coordinator. Subrecipient must submit policy to UTA anytime it is updated and with every application.

ADA

All subrecipients must comply with the Americans with Disabilities Act of 1990. The ADA was enacted by congress as a national mandate for the elimination of discrimination against individuals with disabilities. In addition, any new construction of public access facilities must have accessible features incorporated to provide accessibility to persons who are mobility impaired. The subrecipient agency must provide the name of an ADA coordinator or someone responsible for ADA compliance. They must also complete an evaluation of the accessibility of their vehicles, facilities, and posting of ADA policies. Notice of complaint requirements are equivalent to Title VI requirements.

Subrecipients must do the following to ensure ADA compliance:

- Must have a procedure to ensure accessible vehicles can provide equivalent services to all;
- wheelchair lift/ramp and securement;
- vehicle identification mechanisms;
- maintenance of accessible parts on vehicles;
- lift deployment at stops when needed;
- actions taken to ensure a reasonable time is provided for boarding and disembarking vehicles;
- announcements of stops where applicable;
- policies and procedures in place for service animals;
- service to persons with respirators or portable oxygen.

DBE

Recipients of Coordinated Mobility Program funds should take affirmative steps to ensure that Disadvantaged Business Enterprise's participate in the performance of contracts and subcontracts. This may mean as actual transportation service providers, or as suppliers of commodities or services needed in the operation of transportation service. Subrecipients should submit a list of DBEs used to UTA every six months. Specific grant agreements will contain more detailed DBE requirements as applicable.

DRUG FREE WORKPLACE PROGRAM

In accordance with the Drug-Free Workplace Act of 1988, each subrecipient is required to maintain a drug-free workplace for all employees and have an anti-drug policy and awareness program. Subrecipients are not required to have a drug and alcohol testing program or other extensive monitoring.

CIVIL RIGHTS RESOURCES AND GUIDANCE

1. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d *et seq.*), provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance;
2. U.S. DOT regulations, "Nondiscrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act," 49 CFR part 21;
3. FTA Circular 4702.1B "Title VI Requirements and Guidelines for Federal Transit Administration Recipients." This document provides FTA recipients and subrecipients with guidance and instructions necessary to carry out DOT Title VI regulations (49 CFR part 21), and DOT Policy Guidance Concerning Recipient's Responsibilities to Limited English Proficient (LEP) Persons;
4. U.S. DOT Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons (70 FR 74087, December 14, 2005). This guidance clarifies the responsibilities of recipients of federal financial assistance from DOT and assists them in fulfilling their responsibilities to LEP persons, pursuant to Title VI of the Civil Rights Act of 1964 and Executive Order 13166;
5. FTA Circular 4703.1 "Environmental Justice Policy Guidance for Federal Transit Administration Recipients." This document provides FTA recipients and subrecipients with guidance and instructions necessary to carry out U.S. DOT Order 5610.2 to Address Environmental Order 12898 on Environmental Justice that describes the process that the Office of the Secretary of Transportation and each operating administration will use to incorporate environmental justice principles in existing programs, policies, and activities;
6. U.S. DOT Order to Address Environmental Justice in Minority Populations and Low-Income Populations. DOT Order 5610.2 describes the process that the Office of the Secretary of Transportation and each operating administration will use to incorporate environmental justice principles (as embodied in Executive Order 12898 on Environmental Justice) into existing programs, policies, and activities;
7. Americans with Disabilities Act 1990 (ADA). Prohibits discrimination and ensures equal opportunity and access for persons with disabilities. For more information on ADA requirements, please visit the following website: <https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/americans-disabilities-act>

CH. 11 - OTHER PROVISIONS

TRANSFER OF FUNDS

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

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

PRIVATE SECTOR PARTICIPATION

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

UTA will disseminate information about and solicit input on their 5310 program that is consistent with its adopted Public Participation Plan. Additionally, UTA staffs the local coordinating councils which are comprised of both private and public sector agencies. These councils meet five times throughout the year. Regular meetings are held in February, April, June, August and October each year.

The purpose of the local coordinating councils is to address the mobility needs of transportation disadvantaged individuals in Utah's large urbanized areas and to further coordination of transportation services. The local coordinating councils include human service agencies, transit agencies, and advocacy groups, individuals with special transportation needs, school districts, transportation brokers, and human service transportation providers.

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

UTA encourages the participation of private providers on the local coordinating councils, with the Coordinated Planning process, and as participants in the annual transportation workshops. While private operators cannot be direct recipients under this program, purchase of service by a recipient of funds under this program is an eligible capital expense and therefore provides opportunities to contract for services with the private sector.

CHARTER SERVICE AND SCHOOL BUS TRANSPORTATION

FTA prohibits 5310 subrecipients from using federally funded equipment or facilities in Charter Service or Exclusive School Bus Transportation. FTA defines "Charter Service" as transportation using buses or vans or facilities funded with FTA grants provided to a group of persons who travel together under an itinerary specified in advance or modified after having left the place of origin. Title 49 USC 5323(d) places limits on the charter services that federally funded public transportation operators may provide.

ENVIRONMENTAL PROTECTION

FTA prohibits 5310 subrecipients from using federally funded equipment or facilities in Charter Service or Exclusive School Bus Transportation. FTA defines “Charter Service” as transportation using buses or vans or facilities funded with FTA grants provided to a group of persons who travel together under an itinerary specified in advance or modified after having left the place of origin. Title 49 USC 5323(d) places limits on the charter services that federally funded public transportation operators may provide.

UTA anticipates only funding projects with categorical exclusions from the National Environmental Protection Act (NEPA). Therefore, there should be no further documentation necessary.

CH. 12 – APPENDICES

APPENDIX A – GLOSSARY OF TERMS AND ACRONYMS

Aging Population: See “Senior.”

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

Association of Governments (AOG): voluntary organizations of local governments created to facilitate intergovernmental cooperation and to insure the orderly and harmonious coordination of federal, state, and local programs for the solution of mutual problems of the region.

Bear River Association of Governments (BRAG): Brag is a voluntary organization (and MPO) of local governments created to facilitate intergovernmental cooperation and to insure the orderly and harmonious coordination of federal, state, and local programs for the solution of mutual problems of the region.

Buy American Act (BAA): The Buy American Act passed in 1933, requires the United States Government to prefer U.S. made products in its purchases.

CAA: Clean Air Act, comprehensive federal law that regulates air emissions from stationary and mobile sources.

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

CFR: Code of Federal Regulations

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

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

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

DBE: Disadvantaged business enterprise (or entity)

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

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

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

DOT: Department of Transportation

DUNS: data universal numbering system

EEO: Equal employment opportunity

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

FAST Act: Fixing America’s Surface Transportation Act, passed in 2015, and reestablished funding to the FTA for transportation projects through Fiscal Year 2020.

Federal Useful Life: The useful life of an asset, as defined by the FTA, is an estimate of the number of years an asset is likely to remain in service for the purpose of cost-effective revenue generation. FTA Grant Management Circular 5010.1D contains guidelines for determining the useful life of assets.

FHWA: Federal Highway Administration

FTA: Federal Transit Administration

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

the final awards of 5310 funds for each application cycle based on each LCC's approved final project ranking and selection process.

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

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

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

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

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

LEP: Limited English proficiency

Local Coordinating Council (LCC): an alliance of community organizations, individuals, local government, and other groups interested in applying for the FTA 5310 grant funds, that work together to identify and fulfill the public and human service transportation needs of their UZA's.

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

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

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

Mountainland Association of Governments (MAG): an MPO/AOG serving Summit, Utah, and Wasatch counties, cities, and towns by providing Community and Economic Development, Regional Transportation Planning, and Aging and Family Services.

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

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

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

NEPA: National Environmental Policy Act

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

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

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

Older Adults: See “Senior.”

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

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

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

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

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

Recipient: a designated MPO, Transit Provider, or state that receives a grant under Section 5310 directly.

RFP: Request for Proposals

RFB: Request for Bid

Regional Transportation Plan (RTP): the urbanized areas' fiscally constrained plan for highway, transit, and other facility improvements designed and programmed to meet the growth in projected travel demand over the next several decades. Developed in accordance with federal guidelines and requirements, the RTP includes transportation facilities improvements identified by region-wide planners, engineers, elected officials, various interest groups, transportation agencies, stakeholders, and the general public through an extensive planning process. The RTP is required by federal law to be updated every four years.

SAM: The System for Award Management, a registration web portal for businesses looking to work with the Federal Government. www.sam.gov

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

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

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

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

The Transit Award Management System (TrAMS): FTA's online platform to award and manage federal grants. TrAMS was created to provide greater efficiency and improved transparency and accountability. FTA deployed TrAMS in February 2016 to provide an efficient, user-friendly, and flexible tool to award and manage grants and cooperative agreements and to strengthen the integrity and consistency of our award and management financial and programmatic information.

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

UTA: Utah Transit Authority

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

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

URSTA: Utah's Urban & Rural Specialized Transportation Association (URSTA) is a statewide organization that began in 1988. Their goal is to build a strong network of fixed route and specialized transportation services. They provide training, education, advocacy and networking for transit providers and their employees in Utah and surrounding states.

Wasatch Front Regional Council (WFRC): an MPO/AOG comprised of elected officials and representatives, which builds consensus and enhances quality of life by developing and implementing visions and plans for a well-functioning multi-modal transportation system, livable communities, a strong economy, and a healthy environment.

W-9: Form W-9 is used to provide your correct TIN to the person who is required to file an information return with the IRS to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

APPENDIX B – ELIGIBLE PROJECTS AND EXAMPLES

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 sufficient 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.

Recipients must clearly identify the projects that are part of the required 55 percent capital projects as part of the grant activity line item narrative descriptions. Many projects may be eligible under both the required and optional criteria, but a discrete set of projects that meet the required criteria constituting at least 55 percent of the grant amount, exclusive of administrative expenses, must be identified. (if another project grant in the same fiscal year utilizes more than 55 percent, then your project can use less than 55%, but you must include proof of funding in your new grant application.)

Projects selected for funding shall be included in a Coordinated Plan that minimally includes the following elements at a level consistent with available resources and the complexity of the local institutional environment:

- (1) An assessment of available services that identifies current transportation providers (public, private, and nonprofit);
- (2) An assessment of transportation needs for individuals with disabilities and seniors. This assessment can be based on the experiences and perceptions of the planning partners or on more sophisticated data collection efforts, and gaps in service;

- (3) Strategies, activities, and/or projects to address the identified gaps between current services and needs, as well as opportunities to achieve efficiencies in service delivery; and
- (4) Priorities for implementation based on resources (from multiple program sources), time, and feasibility for implementing specific strategies and/or activities identified.

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

Other Purchases:

- 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

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.

APPENDIX C – UZA MAPS

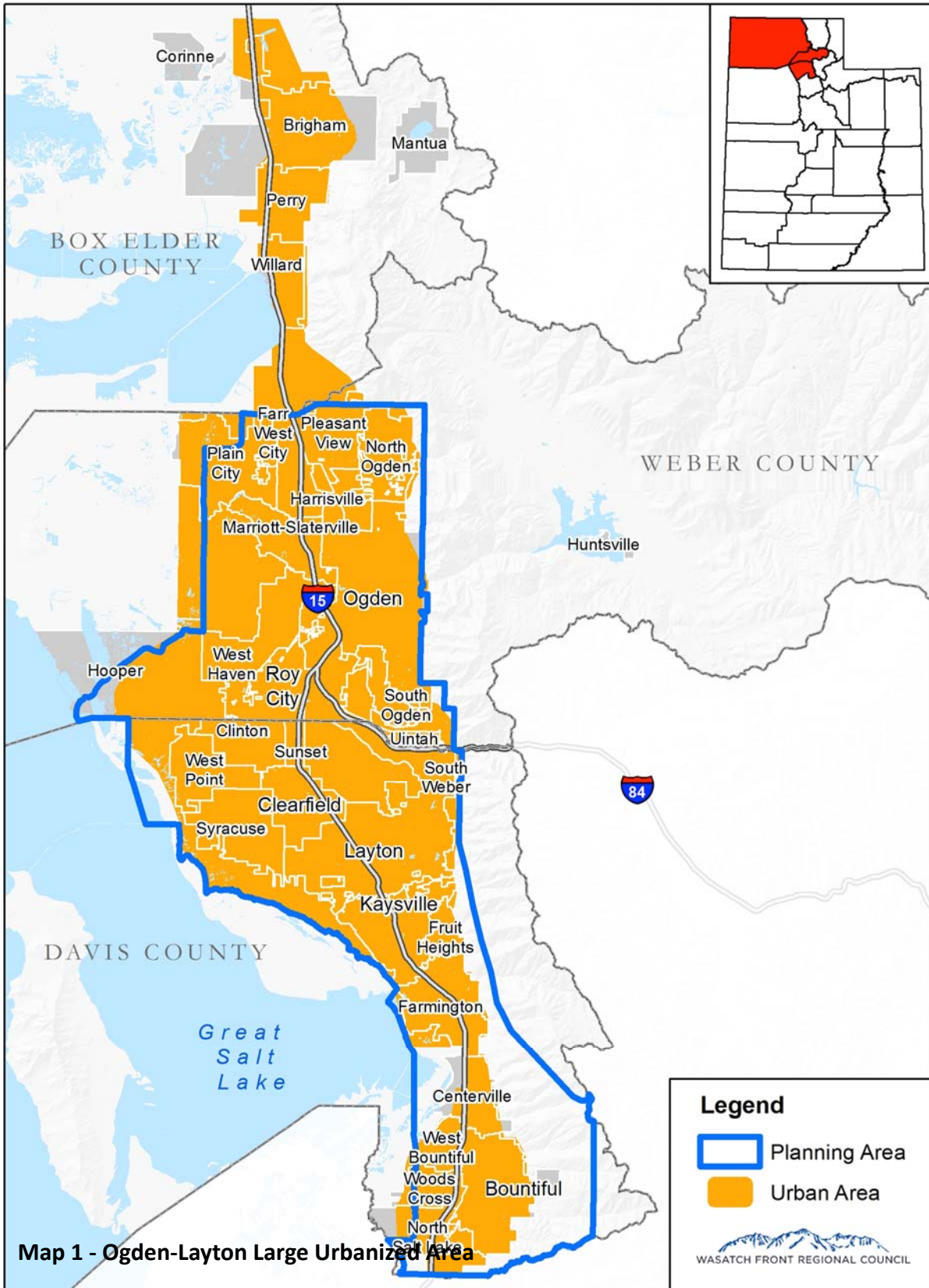


Fig. 13- Ogden Layton UZA

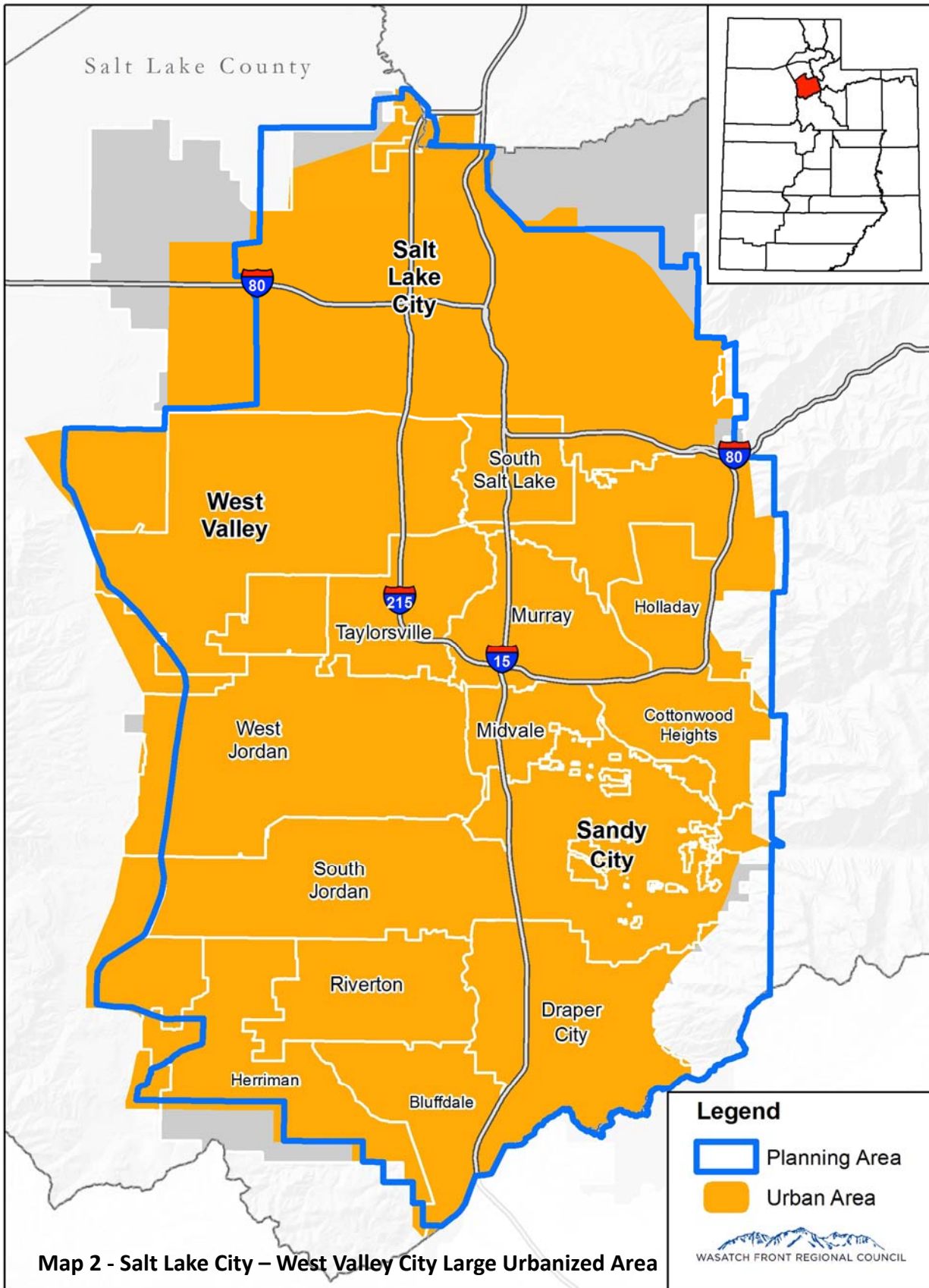
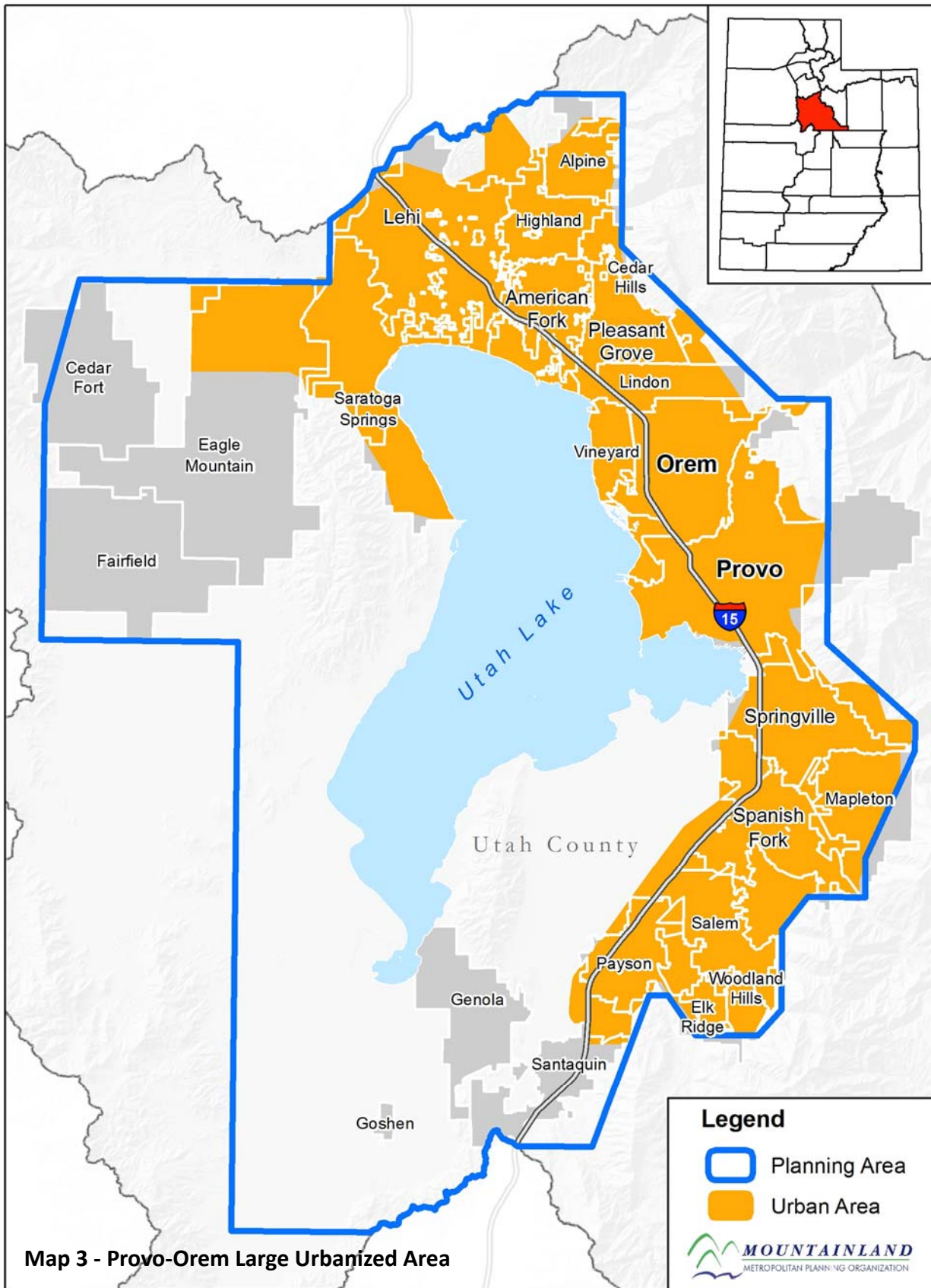


Fig. 14 - SLC/WV UZA



APPENDIX D – LCC MEETING INFORMATION

Local Coordinating Councils (LCCs) were established as forums to coordinate transportation efforts, foster partnerships and to create and implement locally developed plans and projects. The council membership includes:

- Government Agencies
- Non-profit Human Transportation Providers
- Private Companies
- Citizen Members
- Utah Transit Authority (UTA)

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 held in November.

For specific meeting dates please check the website: <http://www.utahridelink.org/Local-Coordinating-Councils>

APPENDIX E – RESOURCES

Please visit our website for resources:

[HTTP://WWW.UTAHRIDELINK.ORG/5310-GRANT/5310-RESOURCES](http://www.utahridelink.org/5310-grant/5310-resources)

Resources page will include the following:

[Subrecipient Document Checklist 2019](#)
[5310 Accident Form](#)
[ADA Quick Facts](#)
[DBE Reporting Uniform Commitment Form](#)
[Debarment and Lobby Certification](#)
[Equal Employment Opportunity Sample](#)
[FFATA Checklist](#)
[Fleet Inventory Form](#)
[FTA Title VI Circular - Final](#)
[List of Eligible Grant Expenses by Category](#)
[Lobbying Disclosure](#)
[New Driver Orientation Checklist](#)
[RTAP - How to Write a Successful Grant Application](#)
[Sample Agency Title VI Document](#)
[Sample Title VI Complaint Log](#)
[Sample Request for Reasonable Accommodations Template](#)
[Sample Subrecipient Agreement](#)
[Site Visit Checklist](#)
[Subrecipient Title VI ADA Complaint Log Sample](#)
[Title VI Checklist for Subrecipients](#)
[UDOT Title VI Resources for Subrecipients](#)
[Uniform System of Accounts \(USOA\) - Effective FY18](#)
[UTA Equal Employment Opportunity](#)
[UTA Notices to Beneficiaries](#)
[UTA Title VI Complaint Form](#)
[UTA Title VI Compliance Policy](#)
[UTA Title VI Poster](#)
[Vehicle Documents](#)