

Utah Department of Transportation

Federal Transit Administration

**FTA 5310 Enhanced Mobility of Seniors and Persons with Disabilities
Federal Fiscal Year 2022**

**Funding For
Utah's Small Urban and Non-Urbanized Areas**

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5310 Eligibility and Requirements

Eligible Projects

(Refer to Appendix A for a complete list of eligible projects)

Funding is available for capital and operating expenses for transportation programs serving seniors and individuals with disabilities. Eligible projects include those that are planned, designed, and carried out to meet the special needs of seniors 65+ and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable. Funds may also be used for public transportation projects that exceed the requirements of the Americans with Disabilities Act of 1990 as amended (ADA, that improve access to fixed-route service, decrease reliance by individuals with disabilities on complementary paratransit, and for alternatives to public transportation that assist seniors and individuals with disabilities. For more information on eligible projects, refer to Appendix 1.

Eligible Applicants:

1. Private nonprofit organization;
2. State or local government authority; or
3. Operator of public transportation

Eligible Project Areas

These funds are limited to Utah's small urban and non-urbanized areas.

1. Small Urban areas of St George and Logan
2. Non-urbanized areas are outside the large and small urbanized areas including; Bear River Association of Governments, Uintah Basin Association of Governments, Southeastern Utah Local Government, Six County Association of Governments and Five County Association of Governments

For information about funding in Utah's large urban areas, contact the Utah Transit Authority.

Coordination Requirements

FTA's 5310 program **requires** that all projects selected for award address at least one need or strategy identified in the Coordinated Human Services Transportation Plan for the service area and that all identified projects be listed in the Coordinated Plan. Plan excerpts discussing the needs and strategies for each area are available on the UDOT PTT website at:

<http://www.udot.utah.gov/main/f?p=100:pg:::1:T,V:3198>

Coordinated Plans for each Association of Governments (AOG) are found at:

<http://www.udot.utah.gov/main/f?p=100:pg:0:::1:T,V:3214>

Local Match Requirements

- Capital projects require a 20% local match (See Appendix B for vehicle types)
- Operating projects require a 50% local match
- UDOT does not allow In-kind match.

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

- State or local appropriations
- Other non-DOT Federal funds
- Dedicated tax revenues
- Private donations
- Revenue from human service contracts
- Net income generated from advertising and concessions

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

PTT Application Process and Guidance

Project Development Process

The grants administered by the PTT generally follow an annual funding cycle. This cycle is subject to change depending upon the timing of apportionments, new transportation bills, and other items beyond the control of the PTT. The cycle and schedule are shown below. Each year’s funding cycle begins with a project development process that is initiated by an announcement of the availability of FTA funds. This announcement is sent to each agency listed in the PTT’s database of transportation providers, non-profit organizations, and local government agencies. The announcement is also posted on the UDOT website and posted as legal notices in newspapers.

UDOT PTT Application Review Process Schedule*

Beginning	Ending	Task	# of Days to Complete
Sept 1		Announcement of funds	-
Sept 1	Oct 15	Agencies complete LOI to apply in PTT Online	30 days
Oct 1	Oct 15	PTT reviews LOIs	14 days
Oct 15	Nov 15	Agencies complete applications in PTT Online	30 days
Nov 15	Dec 1	PTT works with applicants and reviews applications	15 days
Dec 1	Jan 15	AOGs review applications and prioritize	45 days
Jan 15	Feb 15	PTT scores and prioritizes applications	30 days
Feb 15	Mar 1	UDOT Program Development prioritizes projects; PTT awards project funds	14 days
Mar 1	*	Utah Transportation Commission for draft STIP approval	*

**Note: These dates are subject to change based on holidays, weekends, etc.*

Upon request from agencies and prior to the announcement of funds, the PTT invites all interested agencies to attend planning workshops that are conducted in each of the state’s AOGs. These workshops offer an opportunity for the PTT to interact with potential subrecipients, answer any questions regarding the grant programs, and offer training in other topics. The workshops also serve as an opportunity for improved coordination among proposed projects.

Request for Letters of Intent (LOI’s)

The LOI request is the official kickoff of the application process. A Letter of Intent (LOI) to apply for funding is required by all applicants to announce the agency’s interest in applying for funds and to assist in screening eligible applicants. LOIs are submitted online via the PTT Online system and can be accessed via existing subrecipient PTT Online accounts or at:

<http://www.udot.utah.gov/main/f?p=100:pg:0:::1:T,V:3269>

If a hardcopy LOI form is needed, please contact the PTT. See Chapter 3 for PTT contact information. The purpose of the LOI is to review a basic project description prior to the application process to ensure that it is potentially eligible for funding.

LOIs are currently on a one-year cycle due to Federal funding apportionments. Projects must address a need in the coordinated public transit-human services transportation plan and the Statewide Transportation Improvement Plan (STIP). See UDOT STIP web page at: <https://www.udot.utah.gov/main/f?p=100:pg:0:::1:T,V:40>, . It is very important that agencies start early and coordinate their projects with the Regional Mobility Managers to ensure public participation and planning requirements are met. See Chapter 3 for mobility manager contact information. Key steps involving the LOI include the following:

- PTT announces timeline for entire application process
 - Send announcement to mobility managers and current and possible subrecipients around the state (utilize PTT Online database)
- September 1 – LOI public notification
 - Send to newspapers
 - Post on the website
 - E-mail to e-mail list
 - Other means, as deemed necessary
- 30-day response period
- PTT closes LOI submittal page on PTT Online
- 14-day LOI review and approval process
 - Review all LOIs and approve to begin the application or send back for revisions
- PTT approves the eligible project and agency for the online application process
- Program Manager sends the Designation of Signature Authority request (if not already in the system or if a subrecipient wants to change signature authority)
- Subrecipient submits the letter with the approved signatory designation
- Program Manager generates a PIN in PTT to be utilized as the application signature
- Program Manager sends e-mail with username, password, and link to PTT Online

Application Process

Each applicant that successfully completes the LOI and passes the initial threshold criteria is provided instructions on how to obtain and complete an application. Applicants are advised to contact the PTT should they require additional information or direction to properly complete the application. PTT staff provides on-site training and/or help-line assistance upon request.

DUNS numbers (Data Universal Numbering System) are required for government funding. A DUNS number is a proprietary system developed and regulated by Dun and Bradstreet that assigns a random unique numeric identifier to a single business entity. The U.S. Small Business Administration's website provides information about obtaining a DUNS number. Visit www.sba.gov/content/getting-d-u-n-s-number for more information.

To be eligible for funding and applications, agencies must have a PTT-approved Title VI Plan. PTT provides Title VI trainings when FTA requirements change and upon request from an agency. PTT has Title VI training resources on their website at:

<http://www.udot.utah.gov/main/f?p=100:pg:0:::1:T,V:4242>

If an agency is also a direct recipient of FTA funds, they are responsible to FTA for Title VI compliance and PTT does not require a PTT-approved Title VI Plan; however, PTT does require documentation of FTA's plan approval. Following the application deadline, the PTT conducts a competitive selection process to determine which projects are to be chosen for financial assistance.

Funding line items are incorporated into the TIP or STIP, as applicable. In non-urbanized areas with populations less than 50,000, projects are included in the STIP. In areas where the coordinated plan or competitive selection process is not completed in a timeframe that coincides with the development of the TIP/STIP, the TIP/STIP amendment process is used to include competitively selected projects in the TIP/STIP before FTA grant award. Project approval is finalized when the Utah Transportation Commission reviews and approves the STIP and FTA accepts the commission's approval. The application process includes the following key points:

- The application page on PTT Online is open for approximately 30 days
- Completed applications must be submitted in PTT by the designated individual of the agency. (See Appendix D for copy of Designee letter).
- Incomplete and/or late applications will not be eligible for award.
- The Project Manager reviews for completeness, accuracy, and eligibility.
 - Applications lacking these qualities are sent back for clarification or revisions.
- The following PTT guidance is allowed:
 - If application is incomplete or project is not eligible, PTT sends the application back to applicant and explains reasoning.
 - PTT may assist in fixing inconsistencies in information provided, i.e., clarifying information.
 - PTT does not help with project development or the quality of an application.

Application Review Process

The PTT has established a competitive selection process for selecting projects and distributing funds among applicants applying for Section 5310, 5311, and 5339 programs (see Chapter 1 FTA Formula Grant Programs). Note that MAP-21 combined section 5316 with section 5311 and combined section 5317 with section 5310. Funding for fiscal year 2013 and beyond will not include sections 5316 and 5317. The competitive selection process is divided into four sequential steps:

1. **Threshold Criteria:** Threshold criteria are minimum requirements all applicants must meet to be considered for funding:
 - a. Applicants must submit complete applications on time.
 - b. Applicants must be eligible subrecipients for the grant program under which funds are requested.
 - c. Applicants must demonstrate that the local match will be available.
 - d. The application must include an eligible service and be covered under one of the eligible assistance categories.
 - e. For applicants seeking funding from the Section 5310 program, it must be demonstrated

that the project is derived from the appropriate locally developed coordinated human service transportation plan.

2. **Regional Review:** The PTT forwards eligible applications to the respective regional planning agency for prioritization. Projects that serve multiple regions are reviewed by each region served. The review process and criteria used for review are determined by each individual region and advertised through public notices. The region evaluates all of the applications and forwards a recommendation for prioritization of the projects to the PTT.
3. **PTT Review:** After receiving evaluations from each region, the PTT conducts its own evaluation and review based on established criteria. The resulting weighted scores are summed to produce a final score for each application. Applications are evaluated by the PTT Program Managers, Compliance Officer, and Director, and final proposed awards are prepared for UDOT commission approval. Evaluation criteria are summarized in Appendix C.
4. The Utah Transportation Commission approves final funding awards. The PTT publishes a list of selected projects following the competitive selection process (posted on the PTT website at: <http://www.udot.utah.gov/main/f?p=100:pg:0:::1:T,V:3277> .

The competitive selection process varies slightly for Section 5311(f), Intercity Bus: As demand and funding allow, the PTT works with the UDOT Procurement Office to administer a request for proposals (RFP) and to select an operator best suited for the specific route(s).

The PTT has adopted policies and procedures to ensure that the competitive selection process is conducted in an open and transparent matter, resulting in a fair and equitable distribution of funds among agencies across the state, including tribal governments and other entities servicing Native Americans. This does not mean that the selection process will result in an equal allocation of resources among projects or communities. Instead, equitable distribution refers to equal access to and equal treatment by, a fair and open competitive selection process. The following tasks are completed as part of the competitive selection process:

- All Section 5310 applications are prioritized at the local AOG level, then sent to UDOT for final scoring and prioritization.
- UDOT provides final weighting and scoring (and posts scoring criteria with weighting on PTT website):
 - Ensures AOG process is included in the weighting.
 - Ensures score sheet is prepared/includes proposed list of projects.
 - Completes business entity search to confirm 501 (c)(3) status:
 - <https://secure.utah.gov/bes/>
 - Updates status annually
 - If not yet complete, have business complete immediately
 - If it remains incomplete, grant is not approved
 - Documents that the subrecipient is not on the U.S. General Services Administration Debarment and Suspension list:
 - www.sam.gov

Awarding / Obligating Funds

- Utah Transportation Commission approves recommended funding awards in August each year
- Once funding is appropriated for the year, the PTT Program Manager completes the following tasks:
 - Negotiates project budget with the subrecipient
 - Identifies scope and activity line item(s)
 - Prepares a narrative per each scope and per activity line item
 - Prepares a summary of each agency project
 - Creates POP
 - Enters FTA funding application into TEAM (FTA's web-based grant management system)
 - Once the application is entered into TEAM, the Program Manager attaches all relevant documents (those listed above), creates a PDF, and saves to the server (the TEAM site sometimes has technical issues, so it is necessary to create a backup)
 - FTA reviews and approves (FTA may take up to 60 to 90 days to approve)
 - PTT Director pins approved grant

Contract Agreement Execution

- Immediately before contract agreement execution, a mandatory meeting between the subrecipient and PTT is held to address questions and discuss the contract agreement.
- The subrecipient (identified signatory) signs three (3) original (i.e., not copied) contracts
 - Subrecipient returns contracts to Project Manager and Director
 - Director reviews and signs
 - Copies taken to Director of Program Development for approval
 - PTT Director takes to the Comptroller's Office (UDOT Attorney and Financial Signatures)
 - Contract number and date of execution are assigned
 - One (1) copy is filed in the Comptroller's Office
 - Two (2) copies go back to the PTT Director
 - A scanned copy is saved on the UDOT 'T' drive and in PTT Online. One (1) original is filed and one (1) original copy is mailed to the subrecipient

Contract Agreements

The PTT requires written agreements between subrecipients and the PTT. These agreements include all required federal clauses and certifications either incorporated in their entirety or by reference. The PTT has developed contract agreement boilerplates to be used as the starting point for agreements with subrecipients. Each formula grant section has a boilerplate tailored to the PTT's eligible activities. The boilerplates are not specific to the procurement type or project amount; however, it is not PTT policy to apply federal requirements when not required. Federal clauses that do not apply to specific projects because of the procurement type, project activity, or project amount do not apply to the project, even though they are included in the agreement. For example, a project with a total amount less than

\$100,000 is not subject to Buy America. Although the clause is included in the boilerplate and agreement, it does not apply to the project and the subrecipient may disregard those requirements.

Prior to agreement signing, the PTT requires a mandatory meeting with the subrecipient, PTT Program Manager, and PTT Compliance Officer. The meeting may be waived by the PTT if the subrecipient has demonstrated adequate managerial, technical, and financial capacity on past FTA-funded projects. The purpose of the meeting is to address any subrecipient questions and review PTT's expectations, policies, and procedures. Discussion topics include, but are not limited to, the following:

- Subrecipient questions pertaining to the project
- Reporting requirements
- Procurement requirements
- Grant administration
- Project management
- Financial management
- Asset management
- Civil Rights/Title VI
- Equal Employment Opportunity (EEO)
- Disadvantaged Business Enterprise (DBE)
- ADA
- Drugs and alcohol
- Additional federal and state requirements

Contact Information for UDOT and Regional & Mobility Management

UDOT Public Transit Team (PTT)

Please refer to the PTT website at: <http://www.udot.utah.gov/main/f?p=100:pg:0:::1:T,V:3199>

Bear River Association of Governments

Box Elder, Cache, & Rich Counties

Zac Covington
(435) 713-1423
zacc@brag.utah.gov

Wasatch Front Region Council

Box Elder, Davis, Morgan, Salt Lake, Tooele, & Weber Counties

Ryan Taylor
(801-287-2399
rtaylor@rideuta.com

Note: Starting July 1 2014, the Utah Transit Authority has assumed administration of and has been designated the direct recipient for FTA Section 5310 grant funds in the urbanized area of Utah.

Mountainland Association of Governments

Summit, Utah, & Wasatch Counties

Ryan Taylor
(801-287-2399
rtaylor@rideuta.com

Note: Starting July 1 2014, the Utah Transit Authority has assumed administration of and has been designated the direct recipient for FTA Section 5310 grant funds in the urbanized area of Utah.

Uintah Basin Association of Governments

Daggett, Duchesne, & Uintah Counties

Kevin Yack
(435) 724-3067
keviny@ubaog.org

Kaleb Bench
(435) 722-5226
kalebb@ubaog.org

Six County Association of Governments

Juab, Millard, Piute, Sanpete, Sevier, & Wayne Counties

Travis Kyhl
(435) 893-0746
tkyhl@sixcounty.com

**Southeastern Utah Association of Local Governments
Carbon, Emery, Grand, & San Juan Counties**

Michael Bryant
(435) 637-5444
mbryant@seualg.utah.gov

Duane Baker
(435) 613-0021
dbaker@seualg.utah.gov

**Five County Association of Governments
Beaver, Garfield, Iron, Kane, & Washington Counties**

Jay Aguilar
(435) 673-3548
jaguilar@fivecounty.utah.gov

Tooele County

Cissy Morton
(435) 843-4115
pmorton@co.tooele.ut.us

APPENDIX A - ELIGIBLE PROJECT EXPENSES

At least 55 percent of Section 5310 funds must be used for public transportation capital projects that are planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities. The only specific service area restriction is that the PTT only administers funds for the small urban and rural areas. Subrecipients may not purchase service using Section 5310 funds. Charter service, package delivery, and school transportation are not eligible expenses and are prohibited by PTT policy. Meal delivery service is only allowed if it does not conflict with the provision of transit services or result in a reduction of service to transit passengers.

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.

Eligible Capital Expenses That Meet The 55 Percent Requirement

- Rolling stock and related activities for Section 5310-funded vehicles
 - Acquisition of expansion or replacement buses or vans, and related procurement, testing, inspection, and acceptance costs (See Appendix B)

- Preventive maintenance
- Radios and communication equipment; and
- Vehicle wheelchair lifts, ramps, and securement devices.
- Passenger facilities related to Section 5310-funded vehicles
 - Purchase and installation of benches, shelters, and other passenger amenities.
- Support facilities and equipment for Section 5310-funded vehicles
 - Extended warranties that do not exceed the industry standard;
 - Computer hardware and software;
 - Transit-related intelligent transportation systems (ITS);
 - Dispatch systems; and
 - Fare collection systems.
- Lease of equipment when lease is more cost effective than purchase. Note that when lease of equipment or facilities is treated as a capital expense, the recipient must establish criteria for determining cost effectiveness in accordance with FTA regulations, "Capital Leases," 49 CFR part 639 and OMB Circular A-94, which provides the necessary discount factors and formulas for applying the same;
- Acquisition of transportation services under a contract, lease, or other arrangement. This may include acquisition of ADA-complementary paratransit services when provided by an eligible recipient or subrecipient as defined in section 5 of this chapter, above. Both capital and operating costs associated with contracted service are eligible capital expenses. User-side subsidies are considered one form of eligible arrangement. Funds may be requested for contracted services covering a time period of more than one year. The capital eligibility of acquisition of services as authorized in 49 U.S.C. 5310(b)(4) is limited to the Section 5310 program;
- Support for mobility management and coordination programs among public transportation providers and other human service agencies providing transportation. Mobility management is an eligible capital cost. Mobility management techniques may enhance transportation access for populations beyond those served by one agency or organization within a community. For example, a non-profit agency could receive Section 5310 funding to support the administrative costs of sharing services it provides to its own clientele with other senior individuals and/or individuals with disabilities and coordinates usage of vehicles with other non-profits.

Mobility managers build coordination among existing public transportation providers and other transportation service providers with the result of expanding the availability of service, but not the operation of services. Mobility management activities may include:

- Promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, seniors, and low-income individuals.
- Support for short-term management activities to plan and implement coordinated services.
- Facilitation and coordination of entities and organizations focused on area mobility.
- Operation of transportation brokerages to coordinate providers, funding agencies, and passengers.

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

Other Eligible Capital and Operating Expenses

- General. Up to 45 percent of a rural, small urbanized area, or large urbanized area's annual apportionment may be utilized for:
 - Public transportation projects (capital only) planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable;
 - Public transportation projects (capital and operating) that exceed the requirements of ADA;
 - Public transportation projects (capital and operating) that improve access to fixed-route service and decrease reliance by individuals with disabilities on ADA-complementary paratransit service; or
 - Alternatives to public transportation (capital and operating) that assist seniors and individuals with disabilities with transportation.
- Operating assistance for required ADA complementary paratransit service is not an eligible expense.

Since the 55 percent requirement is a floor, and not a ceiling, the activities listed above, are eligible expenses for all funds available to a recipient under Section 5310. For example, mobility management and ITS projects may be eligible under both categories; the difference to note, in

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

- Public Transportation Projects that Exceed the Requirements of the ADA. The following activities are examples of eligible projects meeting the definition of public transportation service that is beyond the ADA.
- Enhancing paratransit beyond minimum requirements of the ADA. ADA-complementary paratransit services can be eligible under the Section 5310 program in several ways:
 - Expansion of paratransit service parameters beyond the three-fourths mile required by the ADA;
 - Expansion of current hours of operation for ADA paratransit services that are beyond those provided on the fixed-route services;
 - The incremental cost of providing same day service;
 - The incremental cost (if any) of making door-to-door service available to all eligible ADA paratransit riders, but not on a case-by-case basis for individual riders in an otherwise curb-to-curb system;
 - Enhancement of the level of service by providing escorts or assisting riders through the door of their destination;
 - Acquisition of vehicles and equipment designed to accommodate mobility aids that exceed the dimensions and weight ratings established for wheelchairs under the ADA regulations, 49 CFR part 38 (i.e., larger than 30" x 48" and/or weighing more than 600 pounds), and labor costs of aides to help drivers assist passengers with oversized wheelchairs. This would permit the acquisition of lifts with a larger capacity, as well as modifications to lifts with a 600-pound design load, and the acquisition of heavier duty vehicles for paratransit and/or demand-response service in order to accommodate lifts with a heavier design load; and
 - Installation of additional securement locations in public buses beyond what is required by the ADA.
- Feeder services. Accessible "feeder" service (transit service that provides access) to commuter rail, commuter bus, intercity rail, and intercity bus stations, for which complementary paratransit service is not required under the ADA.
- Public Transportation Projects that Improve Accessibility. The following activities are examples of eligible projects that improve accessibility to the fixed-route system.
 - Making accessibility improvements to transit and intermodal stations not designated as key stations. Improvements for accessibility at existing transportation facilities that are not designated as key stations established under 49 CFR 37.47, 37.51, or 37.53, and that are not required under 49 CFR 37.43 as part of an alteration or renovation to an existing station, so long as the projects are clearly intended to remove barriers that would otherwise have remained. Section 5310 funds are eligible to be used for accessibility

enhancements that remove barriers to individuals with disabilities so they may access greater portions of public transportation systems, such as fixed-route bus service, commuter rail, light rail, and rapid rail. This may include:

- Building an accessible path to a bus stop that is currently inaccessible, including curb cuts, sidewalks, accessible pedestrian signals, or other accessible features;
 - Adding an elevator or ramps, detectable warnings, or other accessibility improvements to a non-key station that are not otherwise required under the ADA;
 - Improving signage or wayfinding technology; or
 - Implementation of other technology improvements that enhance accessibility for people with disabilities including ITS.
- Travel training. Training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Public Transportation Alternatives that Assist Seniors and Individuals with Disabilities with Transportation. The following activities are examples of projects that are eligible public transportation alternatives.
 - Purchasing vehicles to support accessible taxi, ride-sharing, and/or vanpooling programs. Section 5310 funds can be used to purchase and operate accessible vehicles for use in taxi, ride-sharing, and/or vanpool programs provided that the vehicle meets the same requirements for lifts, ramps, and securement systems specified in 49 CFR part 38, subpart B, at a minimum, and permits a passenger whose wheelchair can be accommodated pursuant to part 38 to remain in his/her personal mobility device inside the vehicle.
 - Supporting the administration and expenses related to voucher programs for transportation services offered by human service providers. This activity is intended to support and supplement existing transportation services by expanding the number of providers available or the number of passengers receiving transportation services. Vouchers can be used as an administrative mechanism for payment of alternative transportation services to supplement available public transportation. The Section 5310 program can provide vouchers to seniors and individuals with disabilities to purchase rides, including: (a) mileage reimbursement as part of a volunteer driver program; (b) a taxi trip; or (c) trips provided by a human service agency. Providers of transportation can then submit the voucher for reimbursement to the recipient for payment based on predetermined rates or contractual arrangements. Transit passes or vouchers for use on existing fixed-route or ADA complementary paratransit service are not eligible. Vouchers are an operational expense which requires a 50/50 (federal/local) match.
 - Supporting volunteer driver and aide programs. Volunteer driver programs are eligible and include support for costs associated with the administration, management of driver recruitment, safety, background checks, scheduling, and coordination with passengers, other related support functions, mileage reimbursement, and insurance associated with volunteer driver programs. The costs of enhancements to increase capacity of volunteer

driver programs are also eligible. FTA encourages communities to offer consideration for utilizing all available funding resources as an integrated part of the design and delivery of any volunteer driver/aide program.

APPENDIX B - VEHICLE GUIDE

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

22' ADA Chassis Cutaway Bus –

***Useful Life is 7 years or 150,000 miles and/or valued at or below \$5,000**

25' ADA Chassis Cutaway Bus –

***Useful Life is 7 years or 200,000 miles and/or valued at or below \$5,000**

Disposal of Vehicle Policy

UDOT will release the lien when the useful life and disposition standards have been met and any non-compliance findings are resolved. The federal interest expires when the property reaches its useful life and the vehicle value is less than \$5,000. These requirements exist to protect the federal interest and to maintain continuing control over property

APPENDIX C - CRITERIA AND SCORING

Evaluation Criteria		Scoring Explanation	Scoring
1	FTA 5310 Coordination Requirement	<p>How does the project address the needs and strategies identified in the Coordinated Plans? FTA requires that the project address at least one need/strategy.</p> <p>Scoring: 5 points for each need and strategy identified. Maximum of 20 points.</p>	0-20
2	Project Work Plan	<p>How does the work plan address the five required elements - project goals, implementation timeline, project staffing, marketing strategy, and project sustainability?</p> <p>Scoring: A maximum of 4 points for each of the five required elements. Maximum award of 20 points</p>	0-20
3	Performance Measures	<p>How does the project meet the performance measures set forth by the FTA 5310 program?</p> <p>Traditional 5310 projects 1-Gaps in service filled measured in total number of seniors and persons with disabilities served. 2-Ridership measured in one-way trips.</p> <p>Other section 5310 projects 1-impact of availability of transportation services measured in geographic coverage, service quality/times, or addition/change to physical infrastructure, technology, or vehicles. 2-Ridership measured in one-way trips.</p> <p>Scoring: 10 Points per Performance Measure. Maximum award of 20 points.</p>	0-20
4	Past Compliance	<p>Past compliance with program requirements (e.g. vehicle usage, vehicle maintenance and on time reporting)</p> <p>Scoring: 10 Points per Compliance requirement. Maximum award of 30 points.</p>	0-30

APPENDIX D - SAMPLE DESIGNEE LETTER

Authority or Designation of Signature Authority

(On organization/company/agency letterhead)

AUTHORITY OR DESIGNATION OF SIGNATURE AUTHORITY
For The
UDOT PUBLIC TRANSIT TEAM GRANT AWARD & MANAGEMENT PROCESS

The (name of agency) hereby certifies (Full Name, Title of Legal Point of Contact, address, telephone number, and email address) or (full Name, Title of Agency Employee designated, address, telephone number, and email address on behalf of the officials below) to be assigned the use of Personal Identification Numbers/Log-in (PIN/Log-in), for the online submission of UDOT Federal Transit Administration grant application(s) for the UDOT Public Transit Team Software. The designee will have signature authority for all UDOT Public Transit contracts, Certifications and Assurances and compliance.

OR

The (name of agency) hereby certifies (Full Name, Title of Legal Point of Contact, address, telephone number, and email address) to be assigned the use of Personal Identification Numbers/Log-in (PIN/Log-in), for the online submission of UDOT Federal Transit Administration grant application(s) for the UDOT Public Transit Team Software. The Legal Point of Contact will have signature authority for all UDOT Public Transit contracts, Certifications and Assurances and compliance.

(Signature)
(Agency's Chief Executive Officer's Name)
(Title of Agency's Chief Executive Officer)

(Signature)
(Agency's Legal Counsel's Name)
(Title of Agency's Legal Counsel)