

UTAH TRANSIT AUTHORITY POLICY

UTA.02.13

GRANTS MANAGEMENT

1) Purpose

This policy establishes the process for complying with federal regulations and administrative requirements governing grants administration and management.

2) Definitions

“*Coordinated Mobility Management Team*” means UTA’s coordinated mobility grant administrator, coordination administrator, and coordinated mobility grants compliance officer.

“*Discretionary Grants*” are grants that are awarded on the basis of a competitive process. Grant proposals are reviewed in light of applicable requirements and selection criteria established for a program. The review process gives the funding entity discretion to determine which applications best address the program requirements and are, therefore, most worthy of funding.

“*Formula Grants*” are non-discretionary grants that UTA receives from the Federal Transit Administration based on formulas set by federal statute. These formulas have inputs from the National Transit Database, the U.S. Census, and other sources. Grants include Urbanized Area Formula and FTA 5310 Program.

“*FTA 5310 Program*” means the program managed by the Coordinated Mobility Management Team on behalf of the Federal Transit Administration for the large urbanized areas of Salt Lake, Ogden/Layton and Provo/Orem, also known as the Enhanced Mobility of Seniors and Individuals with Disabilities Grant Program.

“*FTA*” means the Federal Transit Administration.

“*Grants Department*” includes UTA’s grants director, grant services team, Coordinated Mobility Management Team, and a business project manager.

“*Desk Reference Guide*” means the Grants Department’s guide developed by the grants director to direct and guide the Grants Department’s processes and procedures.

“*Grants Services Team*” includes UTA’s manager of grant services, grants development administrators, senior grants analyst and grant post award administrator.

“*5310 Program Management Plan*” means the plan required by the FTA that includes processes and procedures for administering the 5310 Program in Utah’s large, urbanized areas.

“*Standard Operating Procedures*” means the minimum Standard Operating Procedures for grant development and post-award management, developed by the grants director.

3) Policy

- A. Development of the Desk Reference Guide and 310 Program Management Plan
 - 1. The chief financial officer appoints a grants director.
 - 2. The grants director, in coordination with the Finance department, Capital Services department, People Office, Planning office, and Safety and Security department, develops the Desk Reference Guide and the 5310 Program Management Plan.
 - 3. The CFO approves the Desk Reference Guide and the 5310 Program Management Plan.
 - 4. The Grants Department Desk Reference Guide and the 5310 Program Management Plan direct both formula and Discretionary Grants.

- B. Roles and Responsibilities of Grants Director
 - 1. The grants director oversees the Grants Department to ensure that all grants are managed per the approved Desk Reference Guide and the 5310 Program Management Plan.
 - 2. The grants director coordinates closely with staff from other departments regarding grant-related duties as outlined in the Grants Department Desk Reference Guide.
 - 3. The grants director is responsible for overseeing and ensuring the tracking of all Discretionary Grants from the pursuit phase, through implementation, reporting, and final closeout, and Formula Grants from apportionment, through implementation, reporting, and final closeout. This includes preparing grant applications; holding pre-award coordination, grant kick-off, and monthly grant status meetings; reviewing and reconciling periodic milestone and financial reporting; and approving grants for close-out.
 - a. The grant close-out procedure includes reporting any capital assets purchased with funds from the closing grant to the Asset Management group for continuing control.

- C. Discretionary Grants
 - 1. For each Discretionary Grant pursuit, the Grants Services Team works closely with the assigned project managers for the proposed project to prepare a Grant Decision Form that identifies the grant opportunity, the proposed project scope and budget, the requested grant amount, the required local funding amount and local funding source, ongoing operating and maintenance costs, staff responsible for continuing control, and any potential project partners.
 - 2. The Grants Services Team must present the Grants Decision Form for approval to the chief officer that oversees the project proposal. The chief officer makes a recommendation of whether the project proposal should be approved.
 - 3. If the chief officer that oversees the project proposal recommends approval of the project proposal, the grants director transmits the Grants Decision Form and chief officer's recommendation to the chief financial officer (CFO). The CFO decides whether the project proposal is approved or denied. If the CFO approves the project proposal, the Grants Services Team coordinates preparation of the grant proposal.

- D. Formula Grants
 - 1. The FTA defines eligibility for Formula Grant funds.
 - 2. The Grants Services Team works with the grants director, planning director, capital services director, and other departments, as needed, to best allocate Formula Grant funds, within the FTA-identified parameters.

E. FTA 5310 Program

1. As the designated recipient of 5310 funds in Utah’s large urbanized areas, UTA administers the FTA 5310 Program and conducts an area-wide competitive selection process to distribute FTA 5310 Program funding according to the 5310 Program Management Plan.W
2. While the Coordinated Mobility staff coordinate with the Grants Services Team regarding tracking of the FTA 5310 Program Grant, all management of the subrecipient funding is performed by the Coordinated Mobility staff, under the direction of the coordinated mobility manager.

4) Review

This policy must be reviewed every four years.

5) Cross-References

- Agency Asset Management SOPs 6
- UTA’s Procurement Roles (UPR)
- UTA’s Grants Department Desk Reference Guide
- UTA’s Program Management Plan for Federal Transit Administration Section 5310 Program
- UTA.06.03 Capital Assets
- AGCY.06.01 Capital Asset Creation
- AGCY.06.02 Capital Asset Reallocation
- AGCY.06.03 Capital Asset Disposal

This UTA Policy was reviewed by UTA’s Chief Financial Officer on 03/03/2026, and approved by the Executive Director on _____. This policy takes effect on the latter date.

Jay Fox
Executive Director

Approved as to form and content:

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Mike Bell
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Counsel for the Authority

History

Date	Action	Custodian
12/13/2016	Grants Management Policy Adopted	
12/11/2018	Grants Management Policy Revised	
12/19/2018	Executive Director Approved – Corporate Policy 3.1.7 Grants Management	Interim Executive Director

	Board Reviewed – UTA.02.13 Grants Management	Chief Financial Officer
	Revised and Renumbered – UTA.02.13 Grants Management	Chief Financial Officer