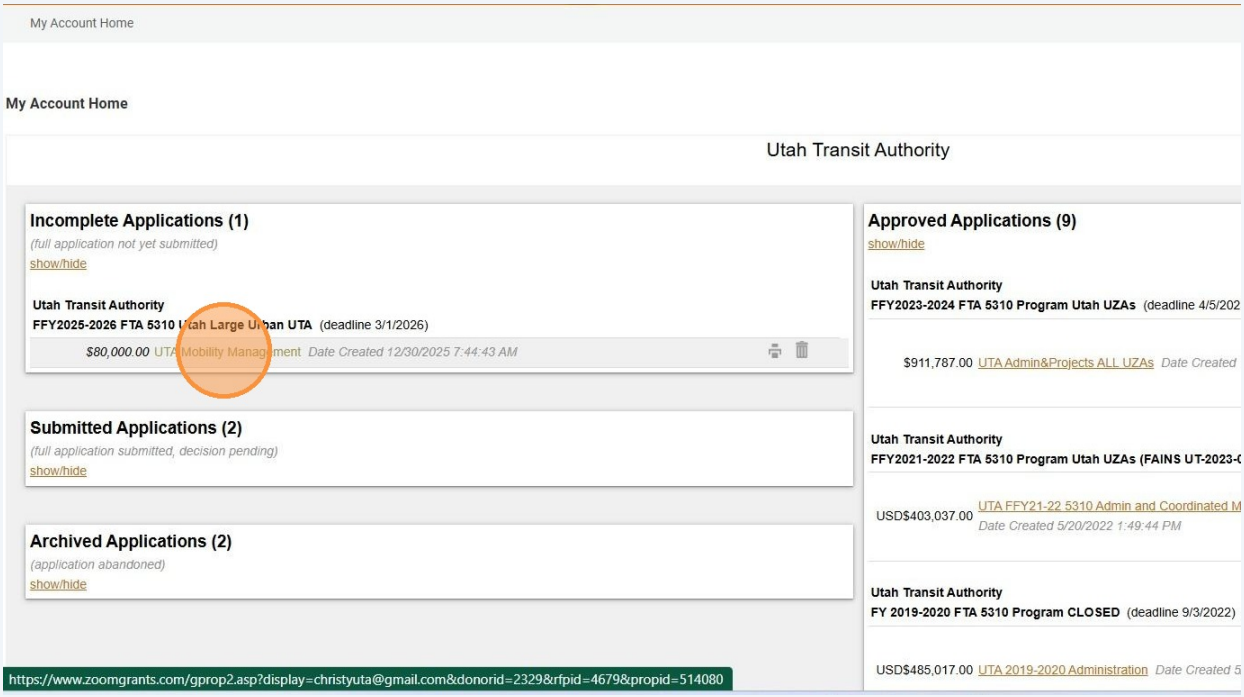
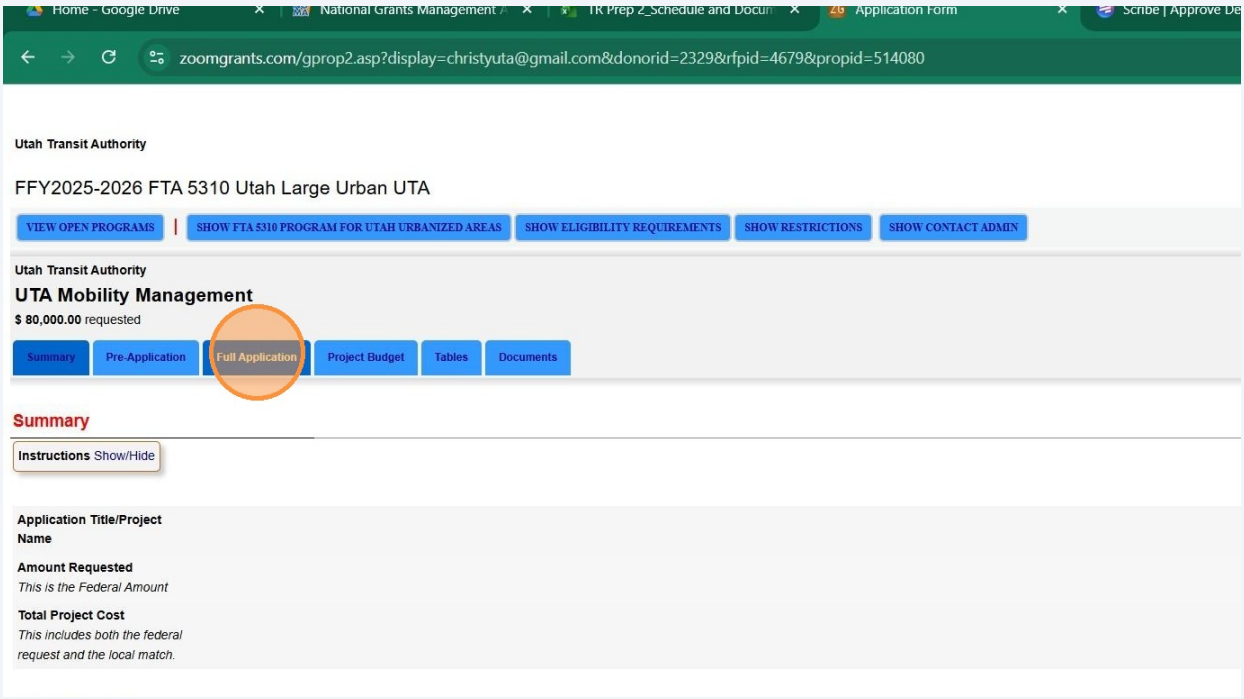
Complete 5310 UTA Application Form (2026)

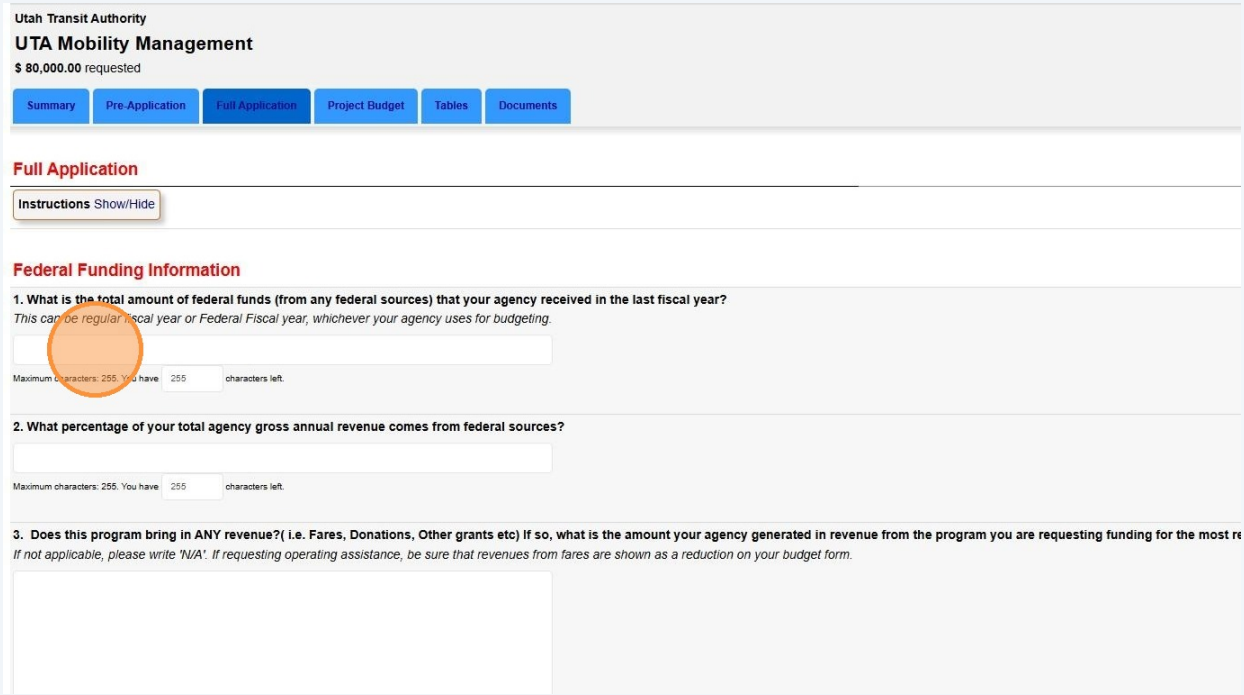
1 Log into your zoomgrants account and select the open program. You must be the application contact or a collaborator with granted editing access to the application. Your pre-application must be approved.



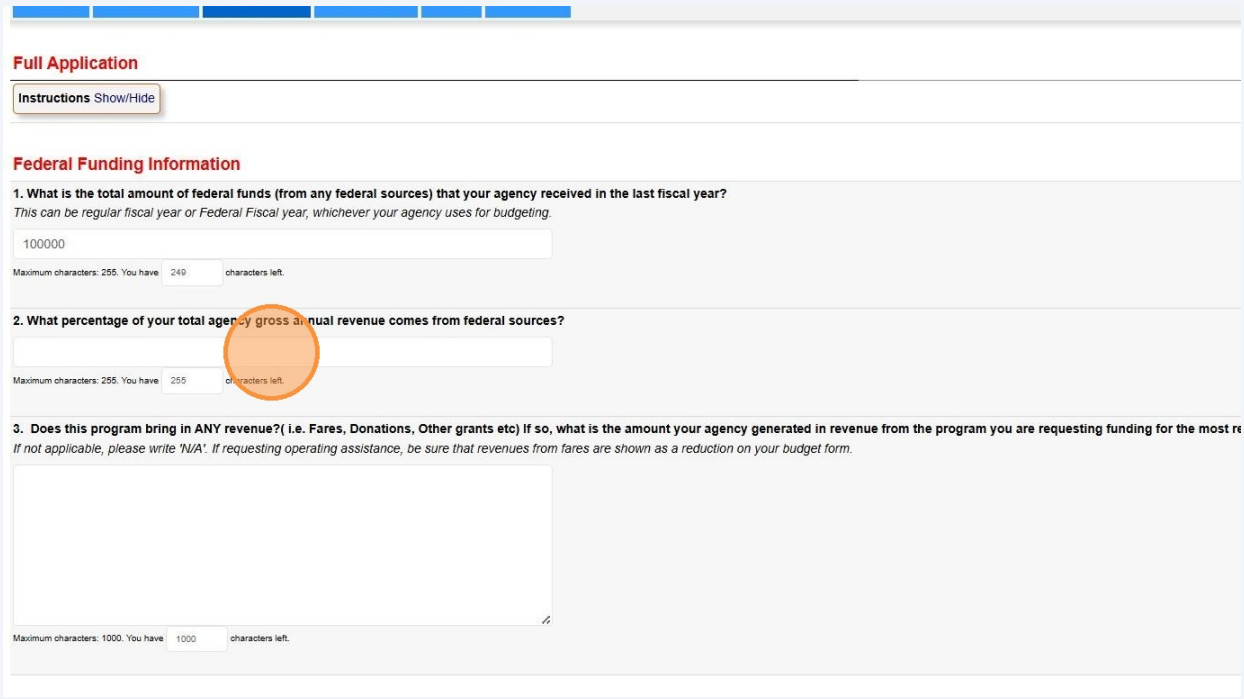
2 Click "Full Application"



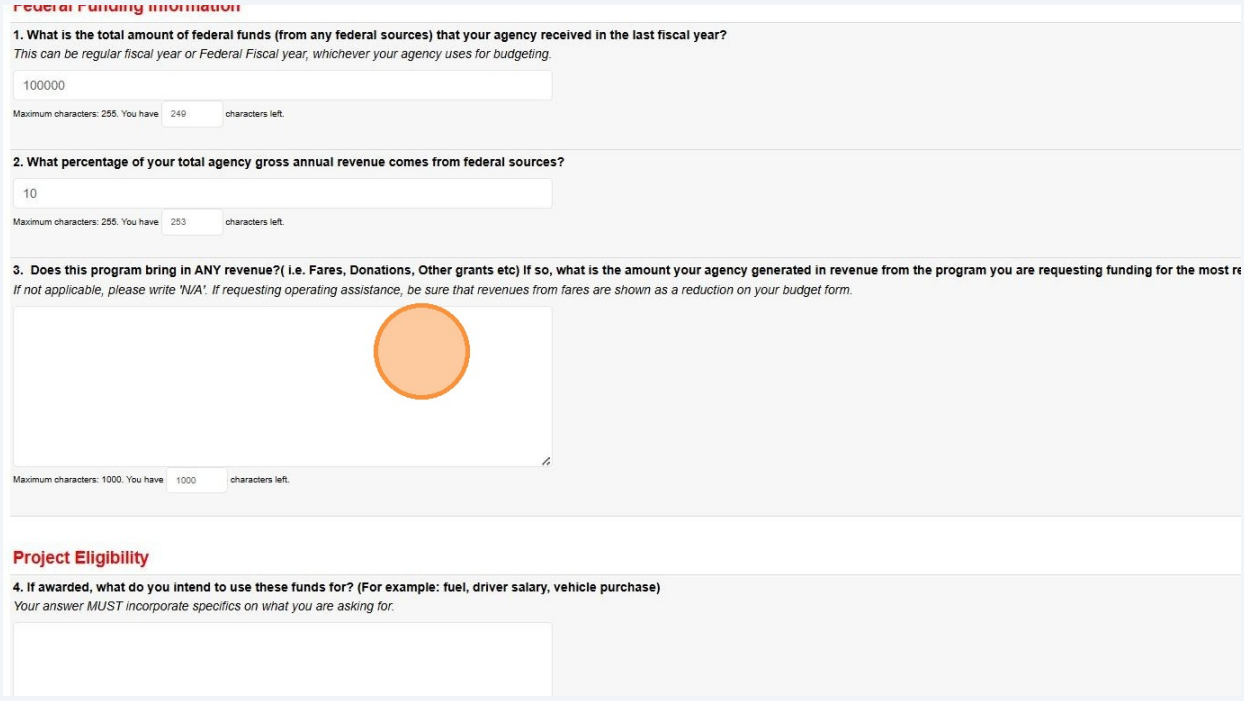
3 SECTION 1: FEDERAL FUNDING INFORMATION.
Question 1: please put the total number of federal funds your agency received in the last FISCAL YEAR. We recommend using the FEDERAL FISCAL year October 2024-September 2025 to get the most accurate number.



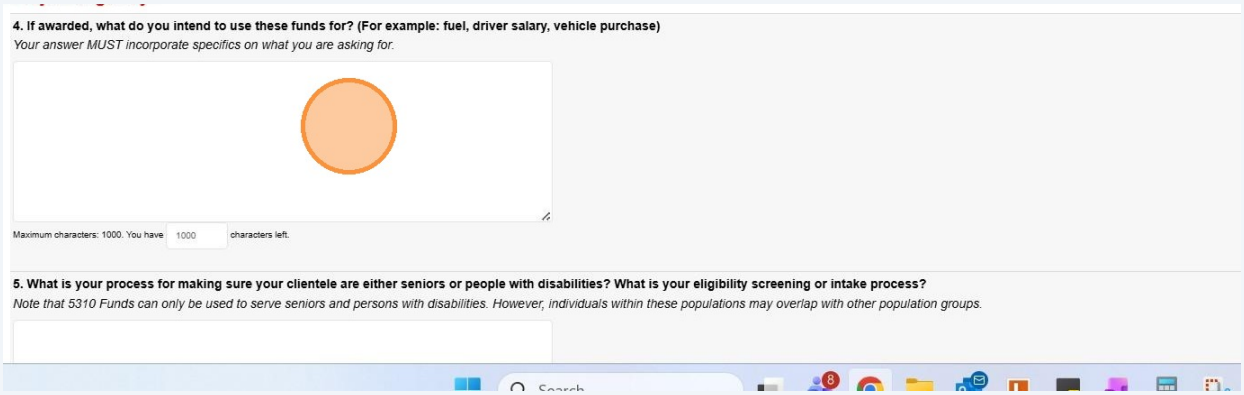
4 Question 2 is about the percentage of federal funds your agency received. This is used to identify financial risk, and diversification of funds.



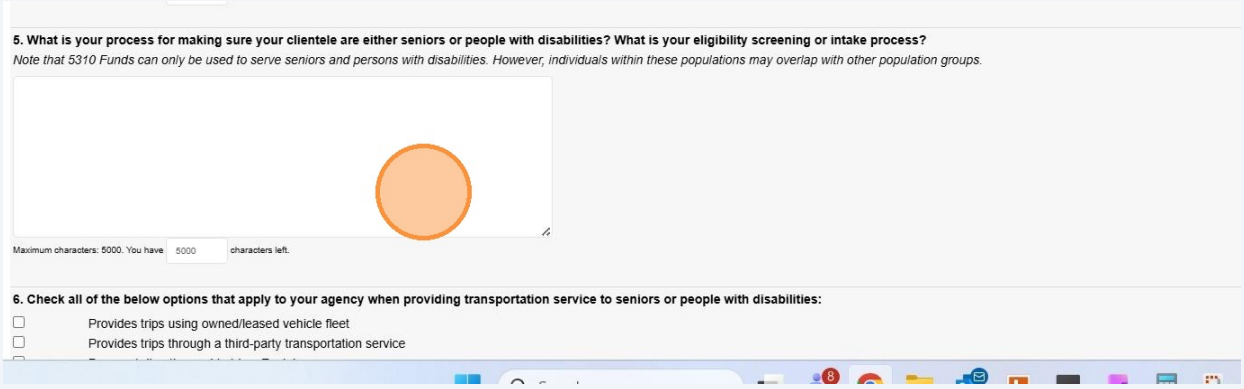
5 Question 3 is about program revenue. If you charge for trips you must explain, and make sure you remove that number from your operations. You can use revenue as local match. If you only take donations only, please explain that. (You do not have to remove donation revenue from your operations request.)



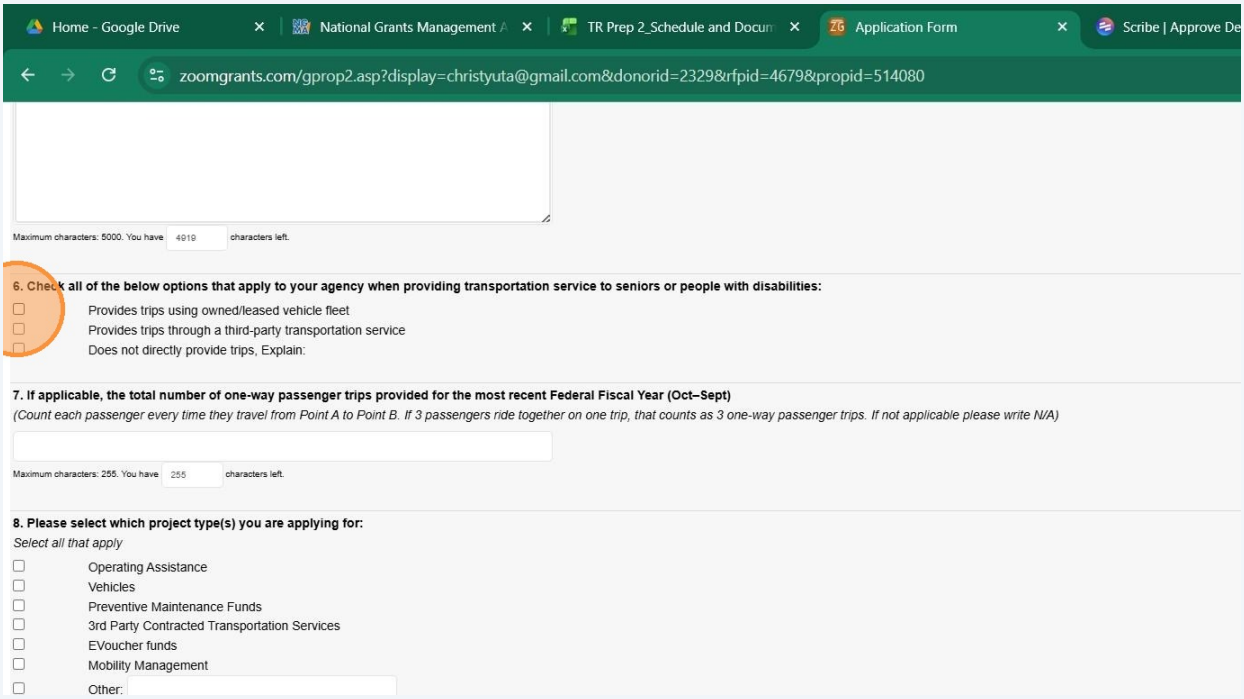
6 Question 4, this does not need to be long. Just give a description of what your application is requesting and an overview of the projects. Please be as specific as possible. For example: A non-accessible sedan that seats 5 people, and is electric.



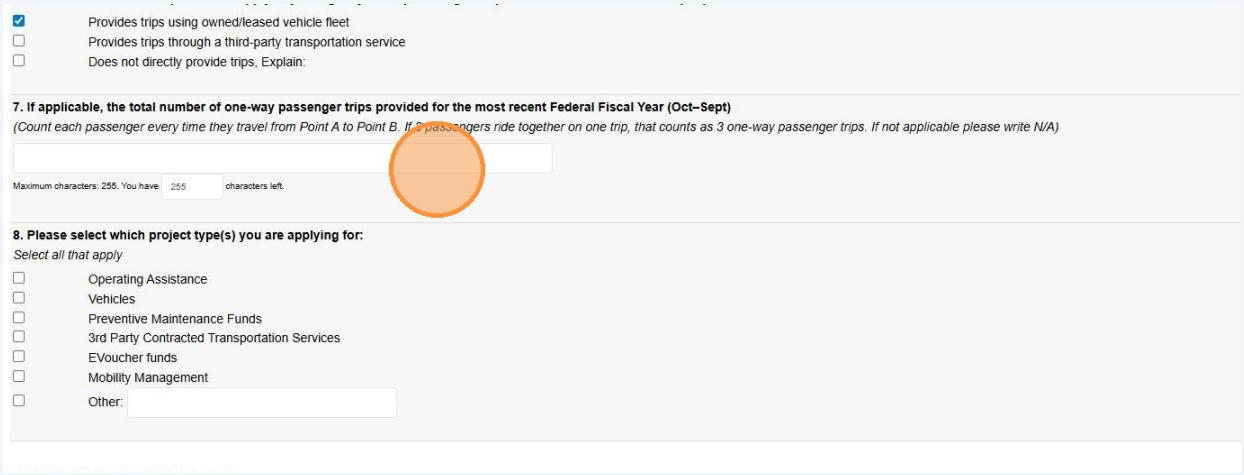
7 SECTION 2: PROJECT/PROGRAM ELIGIBILITY
Question 5, Explain your process for eligibility screening or intake of new clients and how you ensure they meet the requirements of the 5310 funding.



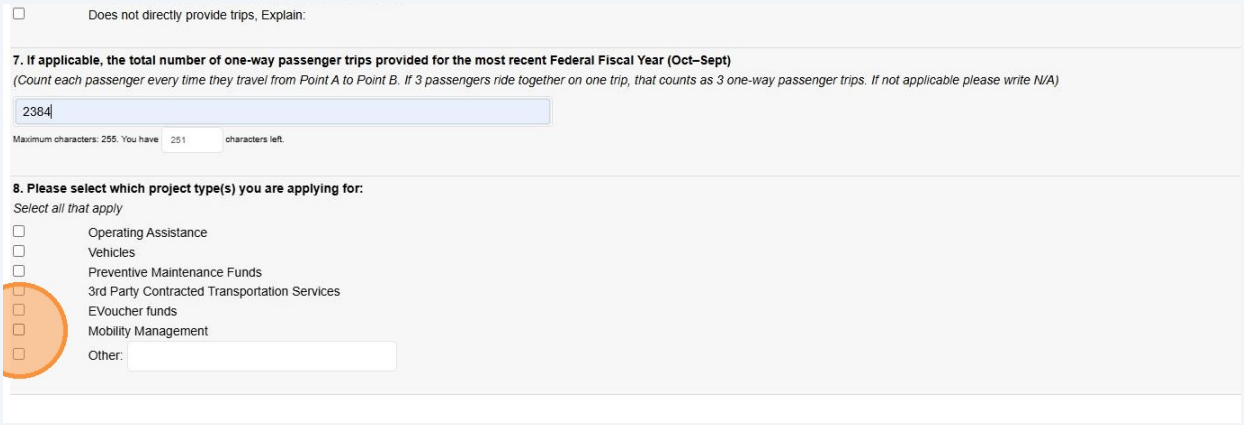
8 Question 6, This question is really asking do you own and operate your own vehicle fleet? If you do, please indicate that. If you contract another company for transportation, then you DO NOT own and operate your own fleet, but you do provide trips through a third-party. If you do neither of those, select the last option.



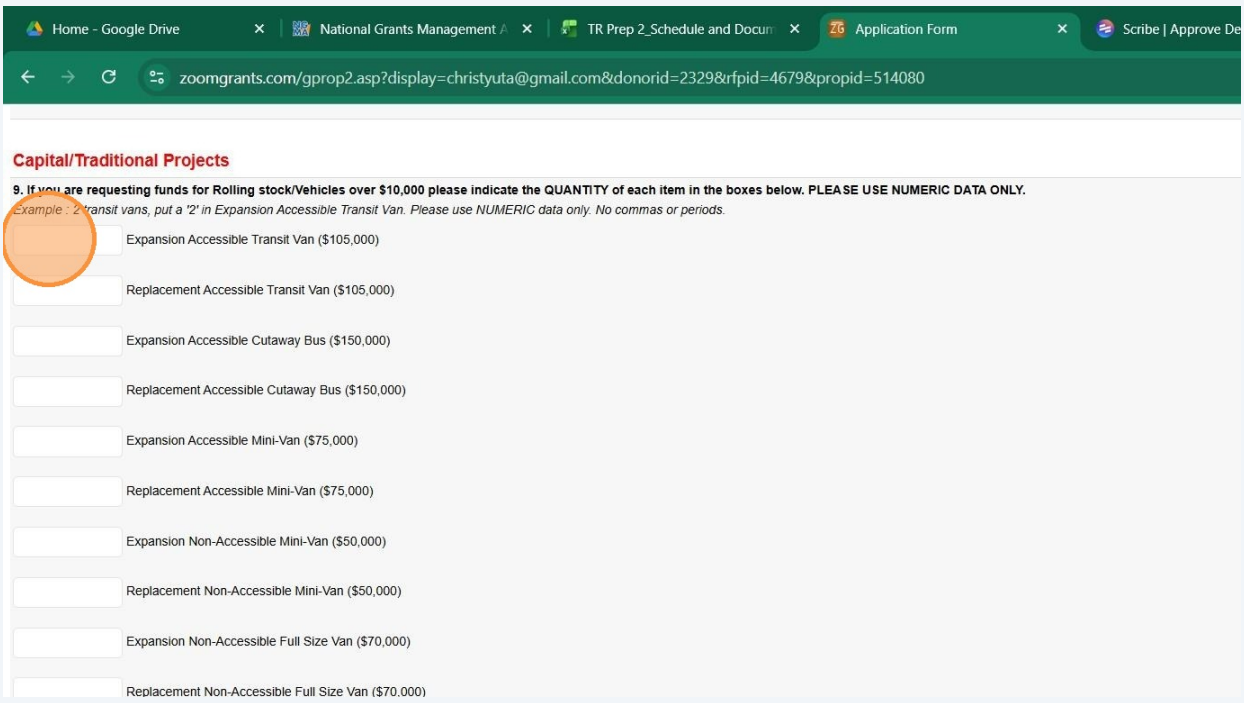
9 Question 7, Whether you provide trips directly or use a third party, please answer question 7. If you do not do either, please write N/A or an explanation. A one-way trip is defined as taking a single client from point A to point B. If you take 5 clients on one trip, that counts as 5 one-way trips. THIS CAN BE AN ESTIMATE.



10 Question 8, please select the project types that fit your application request. Note that "other" projects require prior approval.

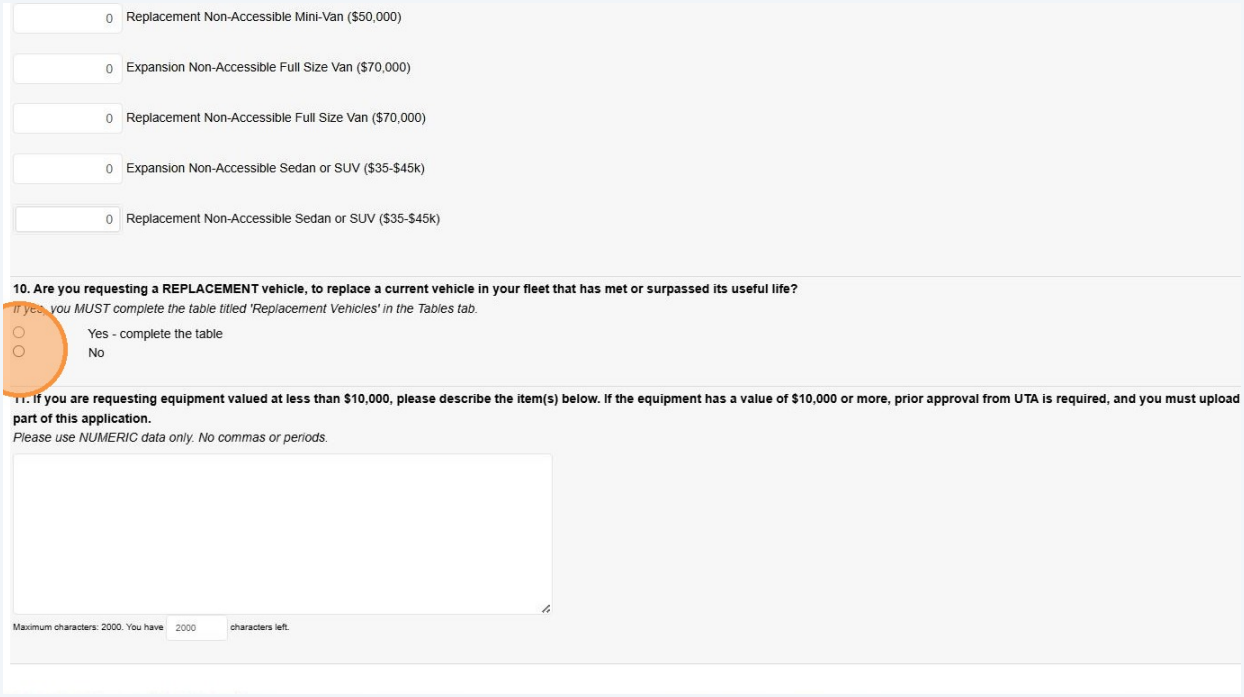


11 SECTION 3: CAPITAL/TRADITIONAL PROJECTS
Question 9, You must add a number in each and every box. Even if you are NOT requesting vehicles. This is just a requirement of the Zoomgrants form. So please put a '1' if you are requesting one vehicle of that type. A '0' if you are not requesting any vehicles of that type.

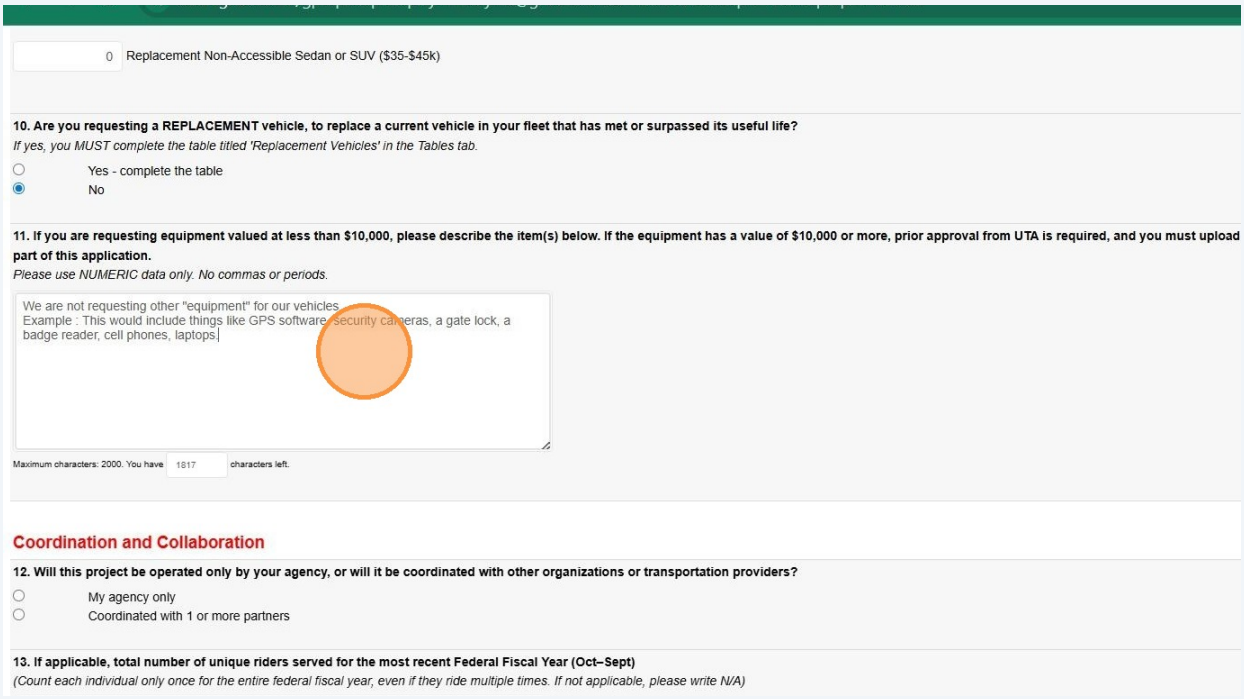


12

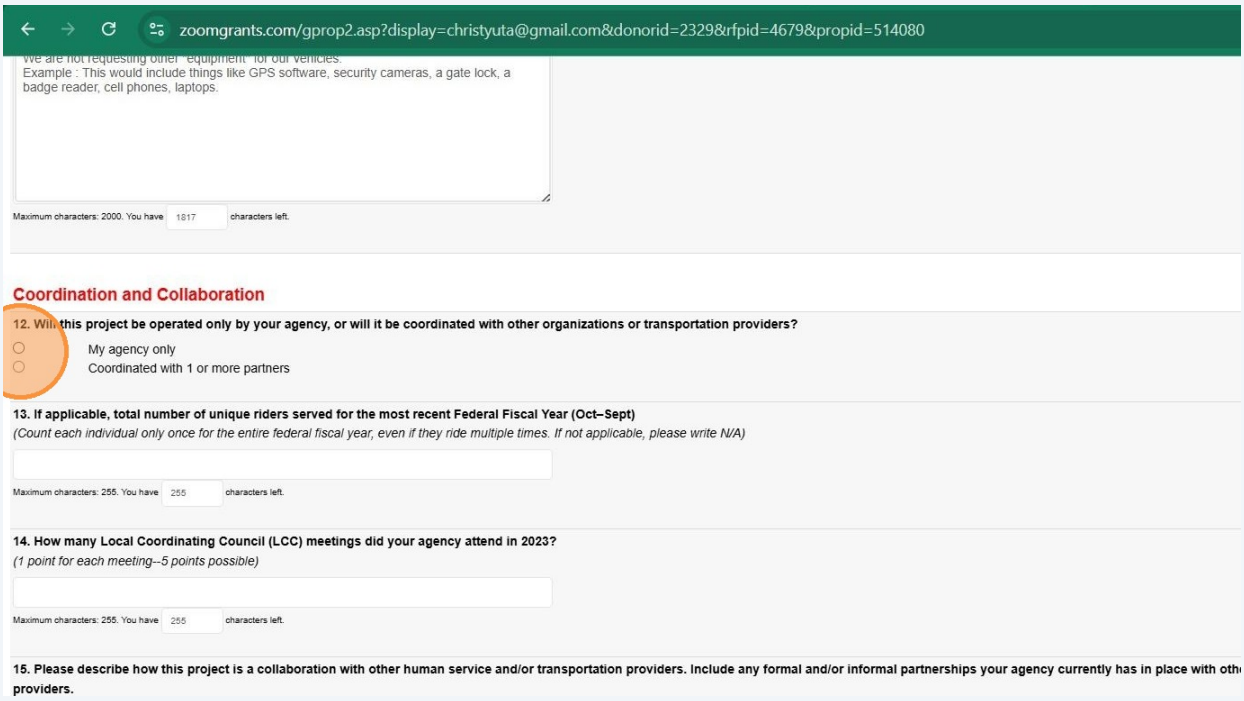
Question 10, is asking about a replacement vehicle. IF YOU REQUEST A REPLACEMENT VEHICLE you have to give us a lot of details about that vehicle. Even if it was not a 5310. So just as a tip, expansion vehicles do not require any vehicle information. Unless you are replacing a federal vehicle with a new federal vehicle, I recommend choosing EXPANSION so you do not have to provide vehicle information.



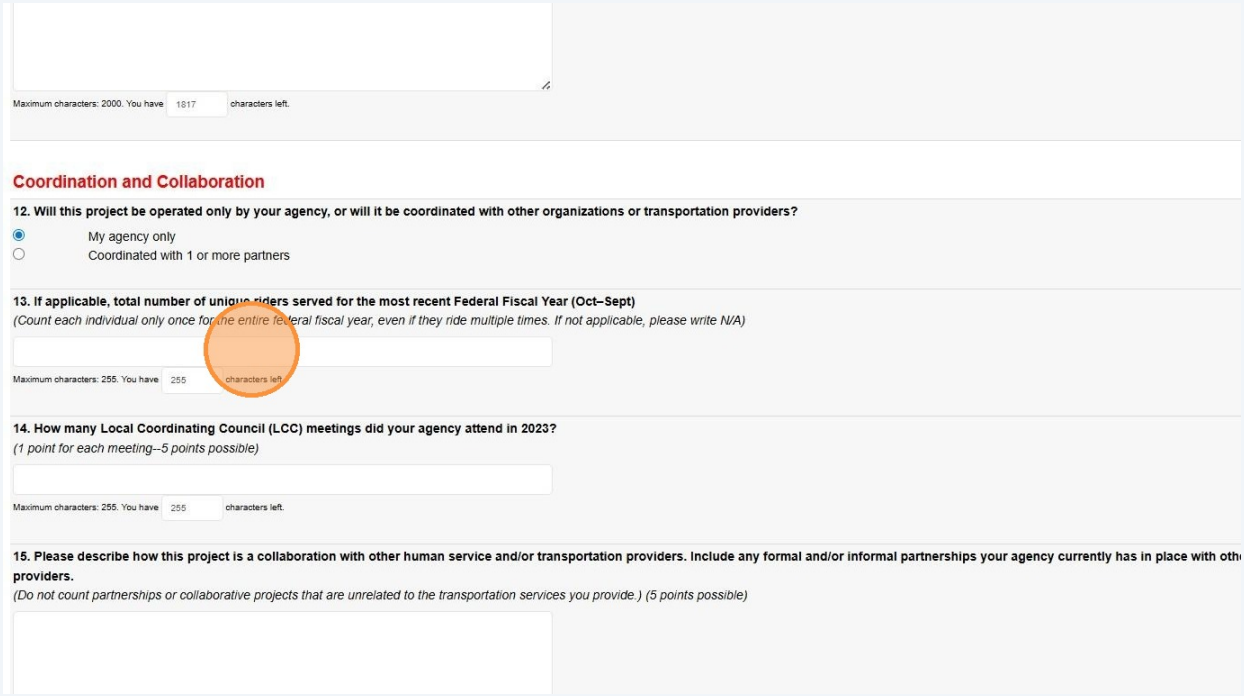
13 Question 11 is about OTHER equipment only. This could be laptops, radios, security equipment etc. Please ask for prior approval so we can tell you what extra information will be required in your application. If you do procurement of equipment over $10,000 you MUST have a procurement process and policy.



14 SECTION 4: COORDINATION AND COLLABORATION
Question 12, this is not about community partners that support your agency. This question is asking ARE YOU APPLYING with another agency. Like a tandem application. An example would be a private company partnering with non-profit or government agency to do a collaboration project.



15 Question 13, a unique individual served means a client counted one time within teh Federal Fiscal Year.



Maximum characters: 2000. You have 1817 characters left.

Coordination and Collaboration

12. Will this project be operated only by your agency, or will it be coordinated with other organizations or transportation providers?

- (●) My agency only
- ( ) Coordinated with 1 or more partners

13. If applicable, total number of unique riders served for the most recent Federal Fiscal Year (Oct–Sept)
(Count each individual only once for the entire federal fiscal year, even if they ride multiple times. If not applicable, please write N/A)

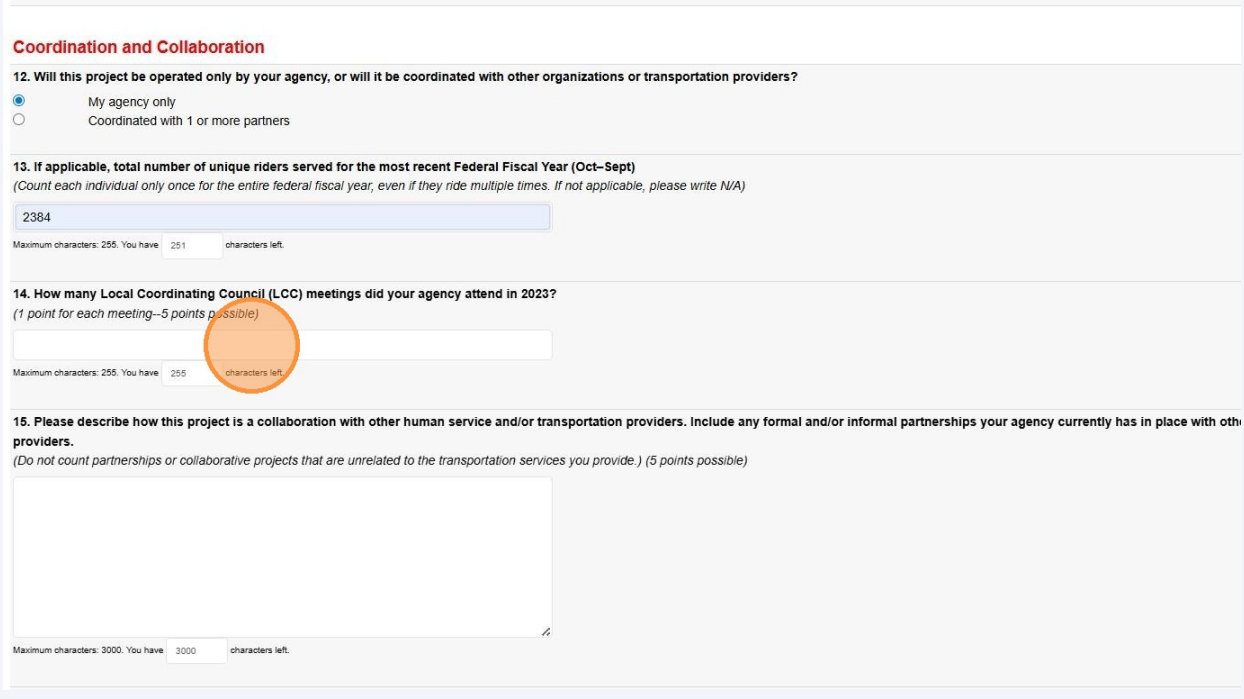
Maximum characters: 255. You have 255 characters left.

14. How many Local Coordinating Council (LCC) meetings did your agency attend in 2023?
(1 point for each meeting--5 points possible)

Maximum characters: 255. You have 255 characters left.

15. Please describe how this project is a collaboration with other human service and/or transportation providers. Include any formal and/or informal partnerships your agency currently has in place with oth providers.
(Do not count partnerships or collaborative projects that are unrelated to the transportation services you provide.) (5 points possible)

16 Question 14, we will compare your answer to the LCC attendance sheet and reach out to you if there is a conflict.



Coordination and Collaboration

12. Will this project be operated only by your agency, or will it be coordinated with other organizations or transportation providers?

- (●) My agency only
- ( ) Coordinated with 1 or more partners

13. If applicable, total number of unique riders served for the most recent Federal Fiscal Year (Oct–Sept)
(Count each individual only once for the entire federal fiscal year, even if they ride multiple times. If not applicable, please write N/A)

2384

Maximum characters: 255. You have 251 characters left.

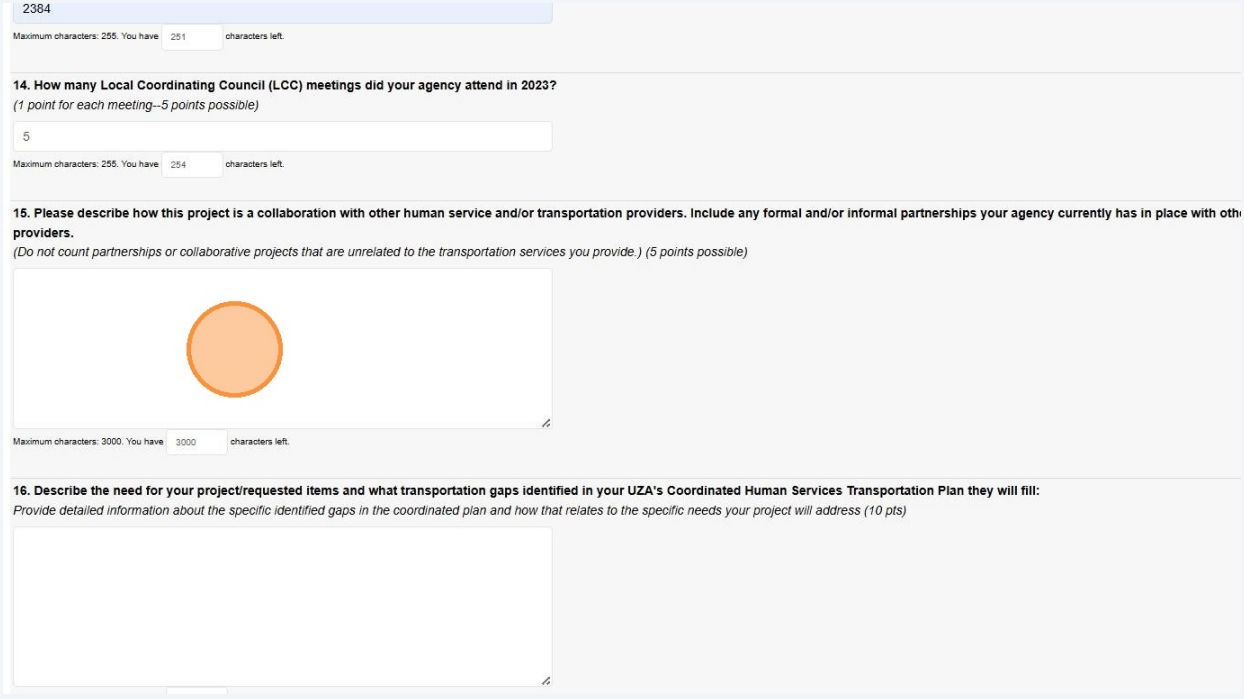
14. How many Local Coordinating Council (LCC) meetings did your agency attend in 2023?
(1 point for each meeting--5 points possible)

Maximum characters: 255. You have 255 characters left.

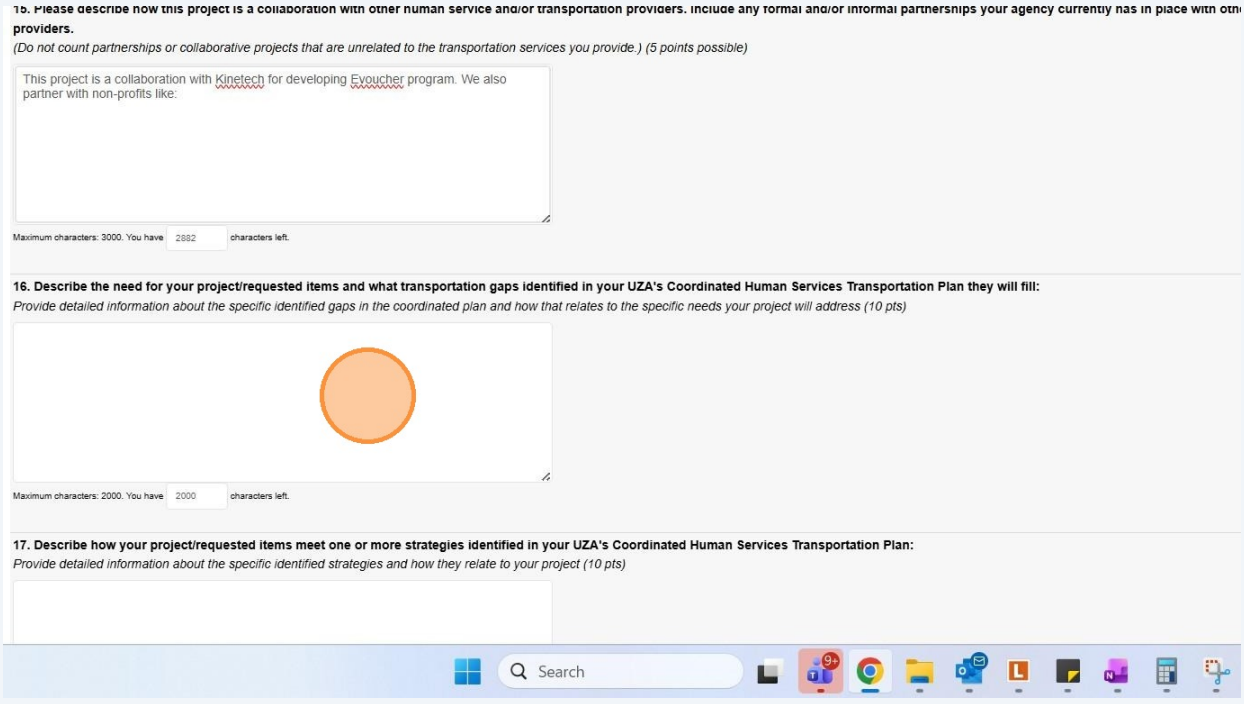
15. Please describe how this project is a collaboration with other human service and/or transportation providers. Include any formal and/or informal partnerships your agency currently has in place with oth providers.
(Do not count partnerships or collaborative projects that are unrelated to the transportation services you provide.) (5 points possible)

Maximum characters: 3000. You have 3000 characters left.

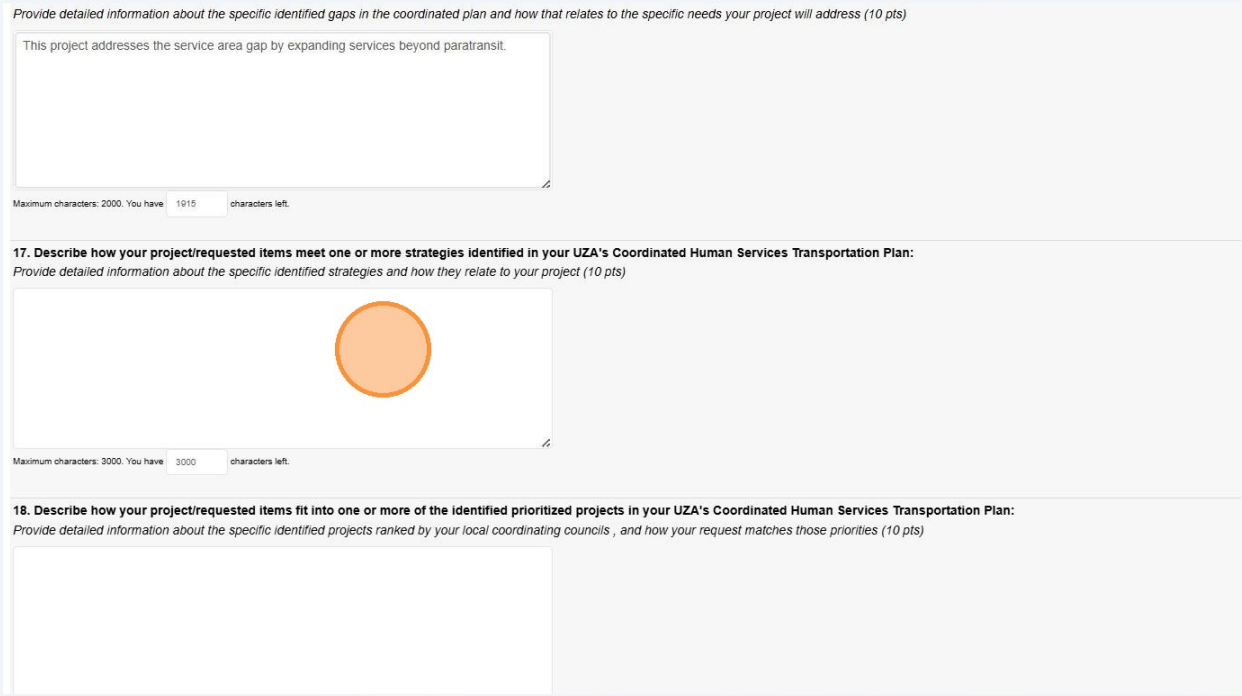
17 Question 15, here is where you can explain your partnerships and collaborations with other agencies that you are NOT applying with. Please only list agencies that are supporting your TRANSPORTATION related services.



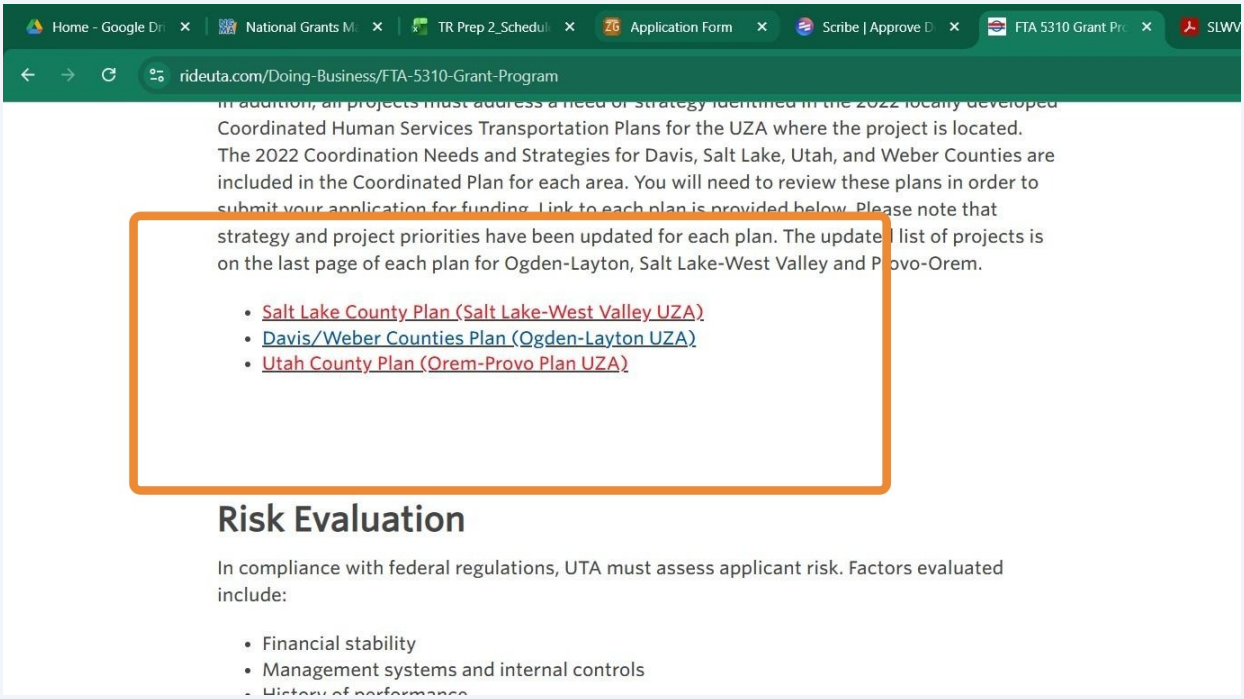
18 Question 16, please refer to the Human Transportation Service Plan for your UZA.



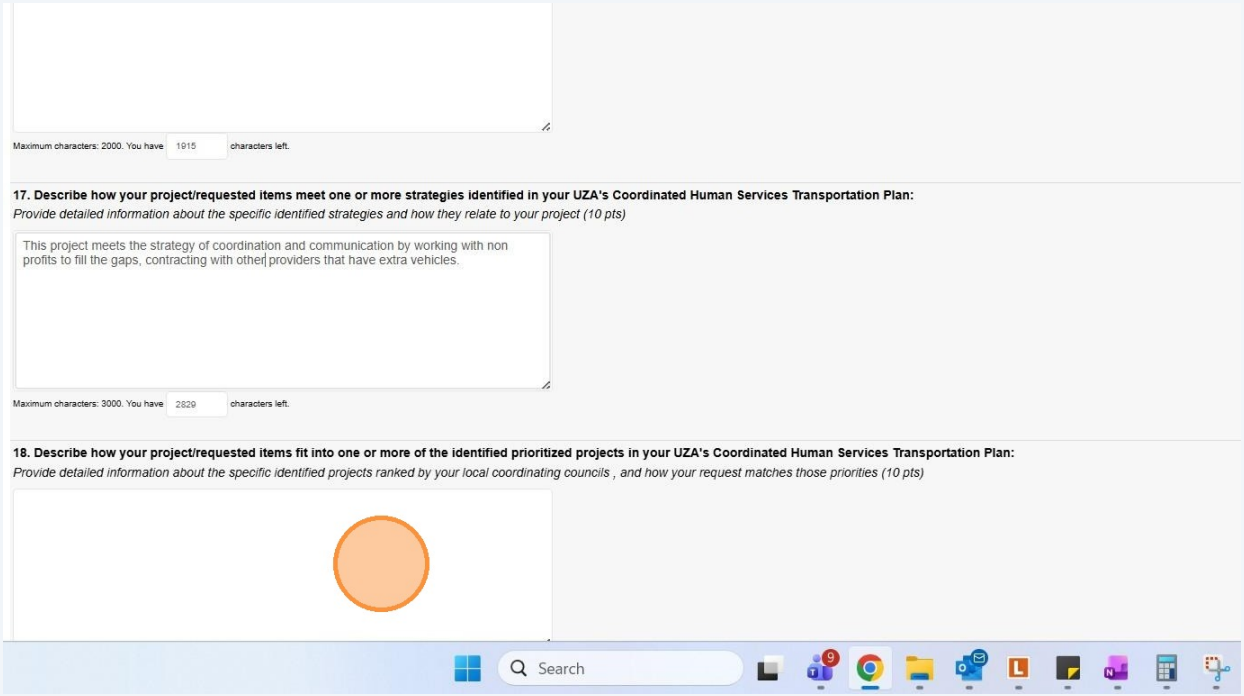
19 Question 17, please refer to the Human Transportation Service Plan for your UZA.



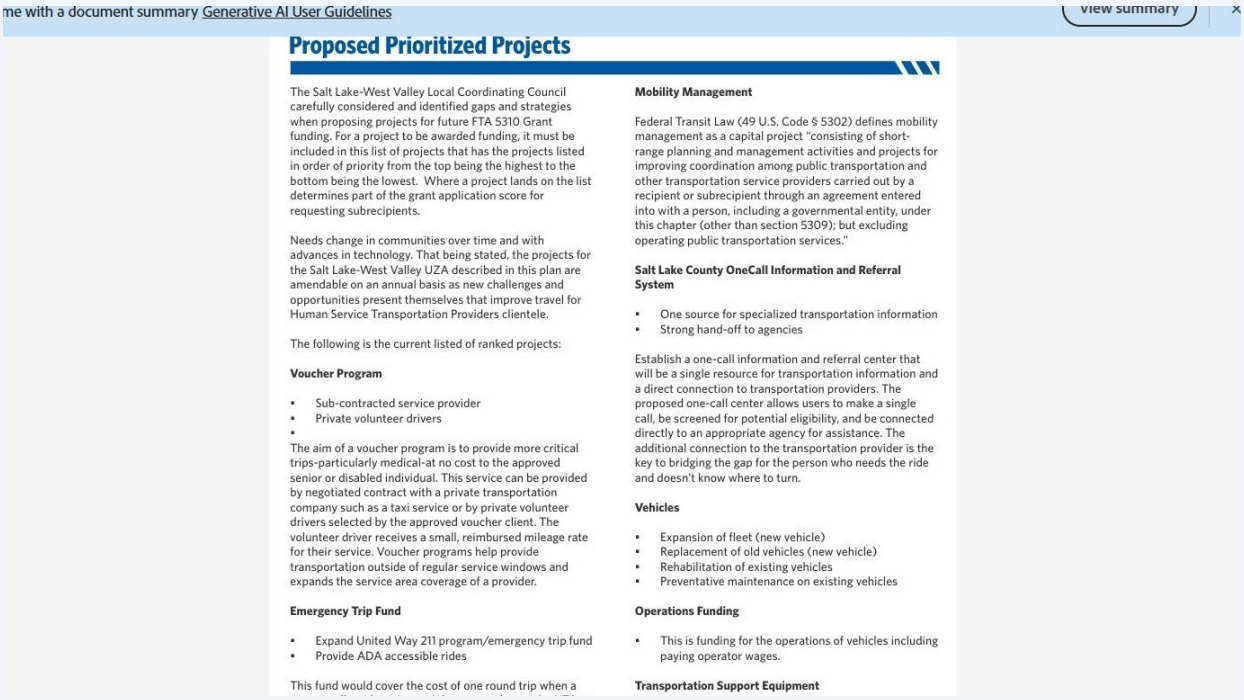
20 If you cannot find the Human Transportation Service Plan for your area, please navigate to our webpage here.



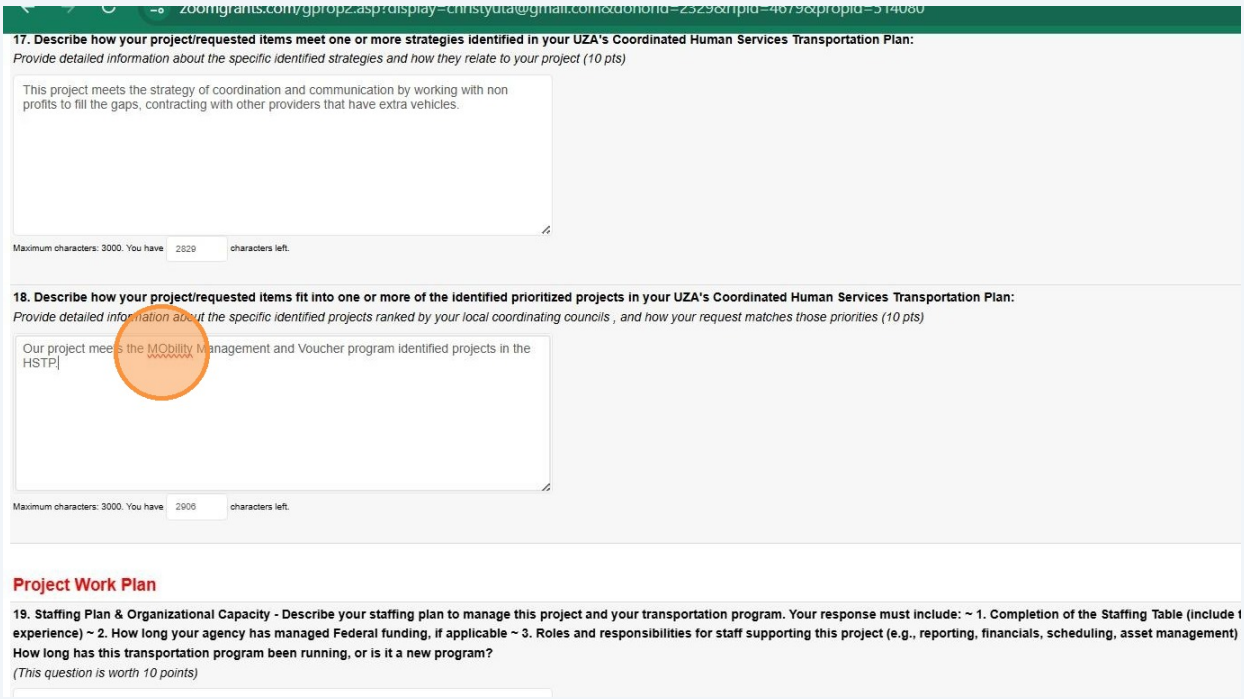
21 Question 18, please refer to the Human Transportation Service Plan for your UZA.



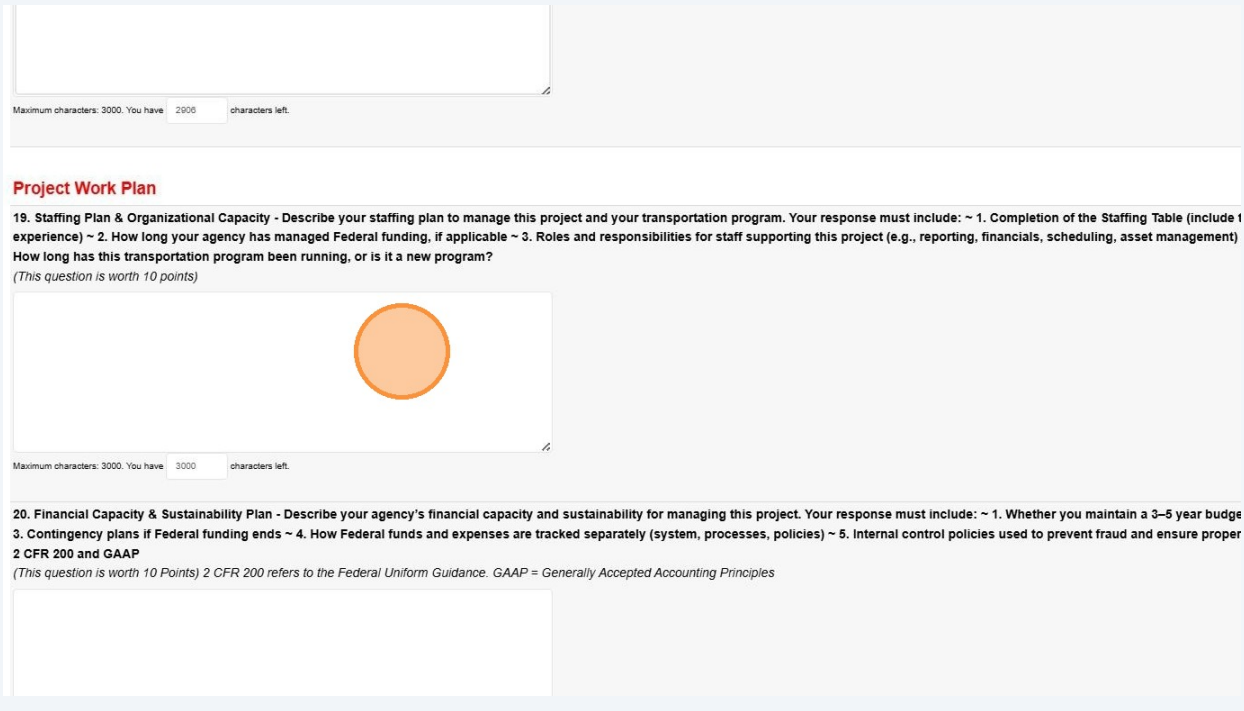
22 EXAMPLE



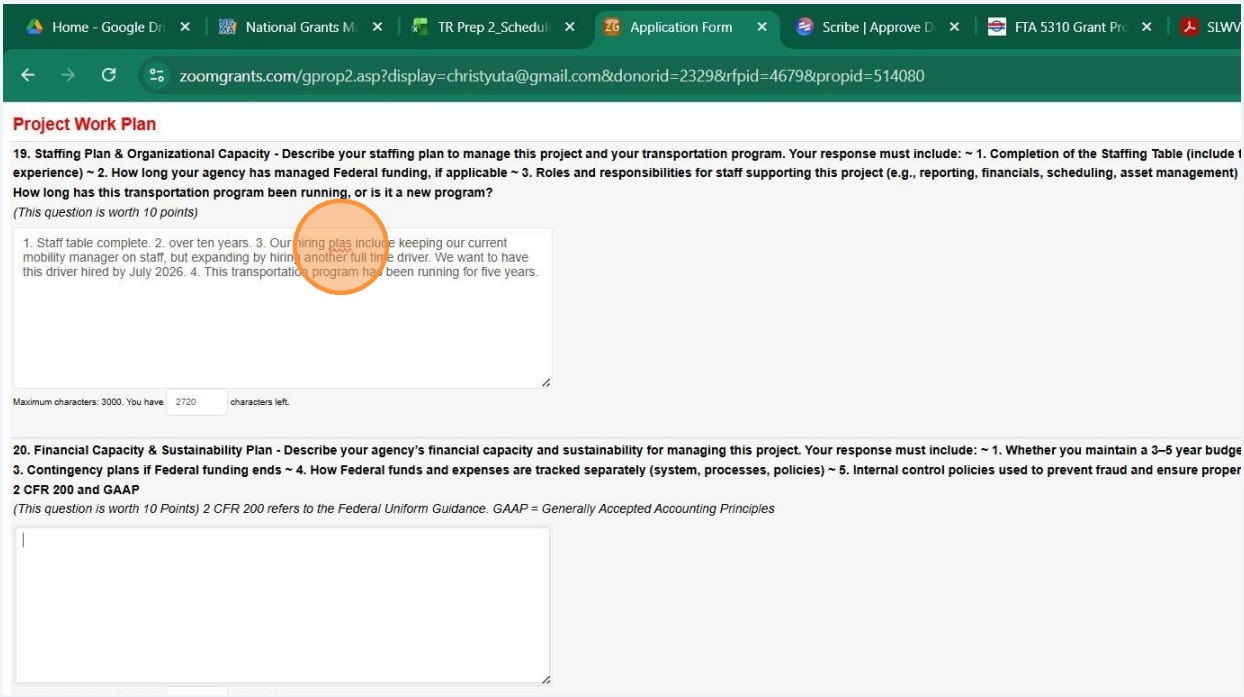
23 Click here



24 SECTION 5 : PROJECT WORK PLAN
This section is the most important for scoring. You will complete your staffing plan, financial capacity and sustainability plan, technical plans, and implementation.

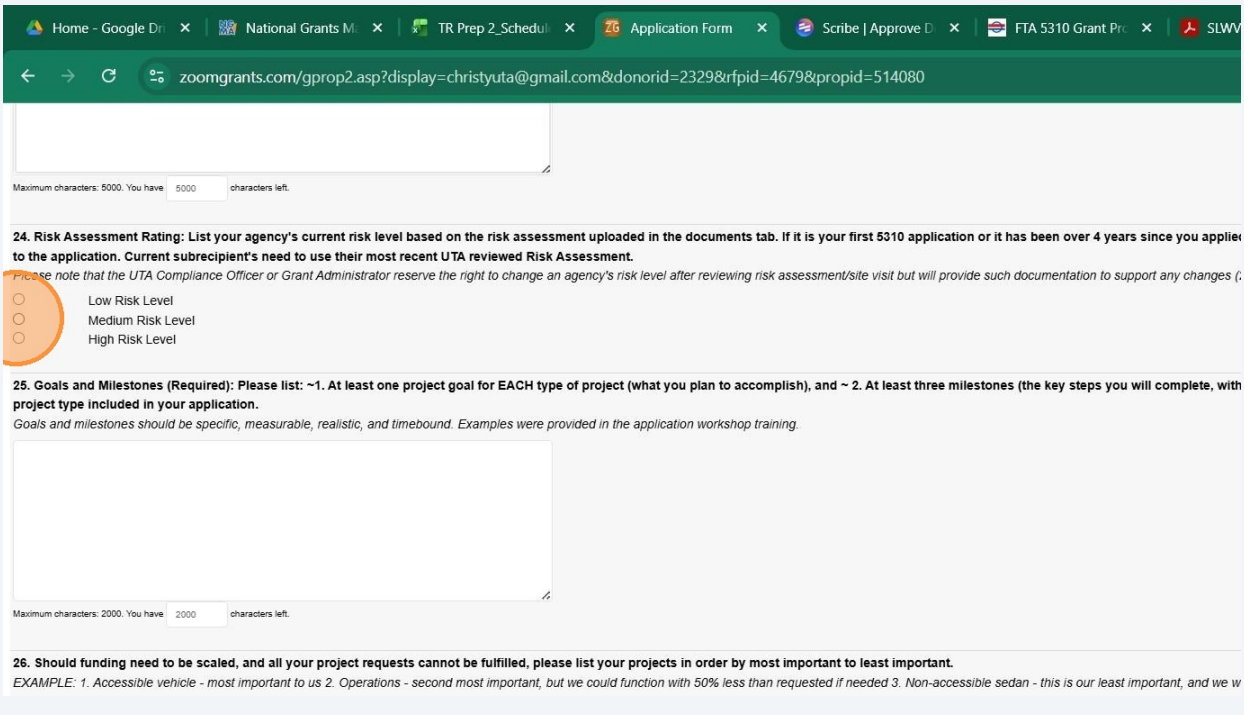


25 EXAMPLE

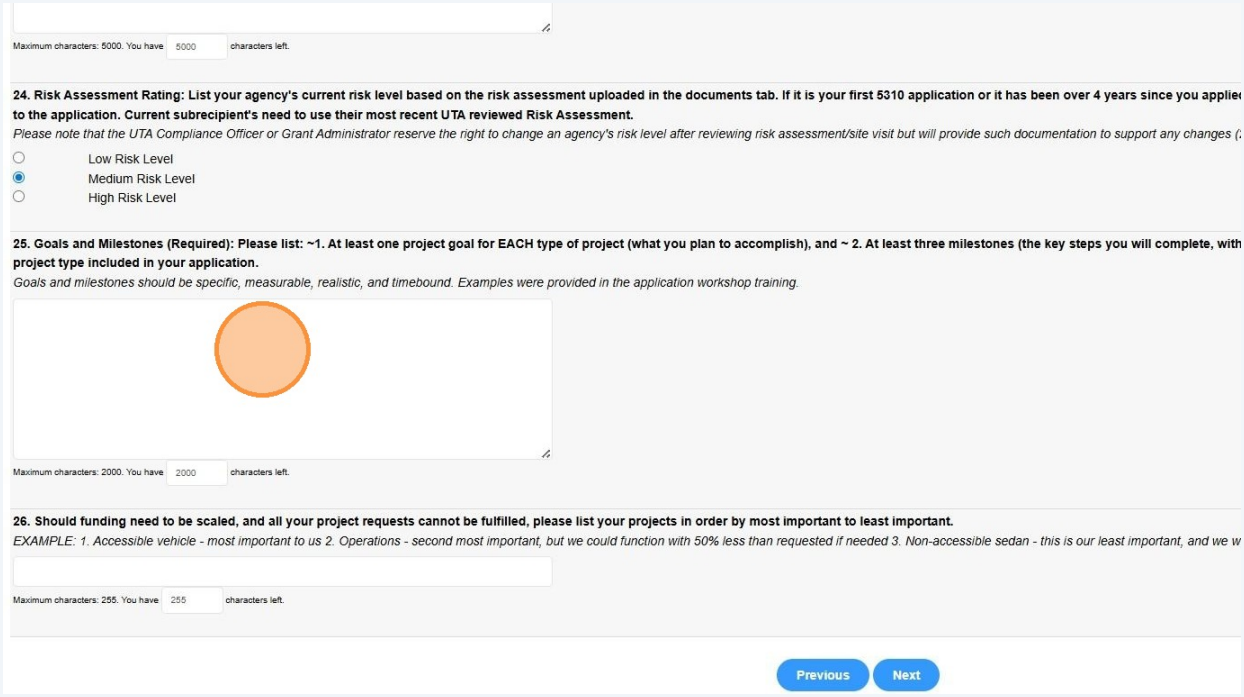


26 SECTION 6: RISK/GOALS/SCALABILITY

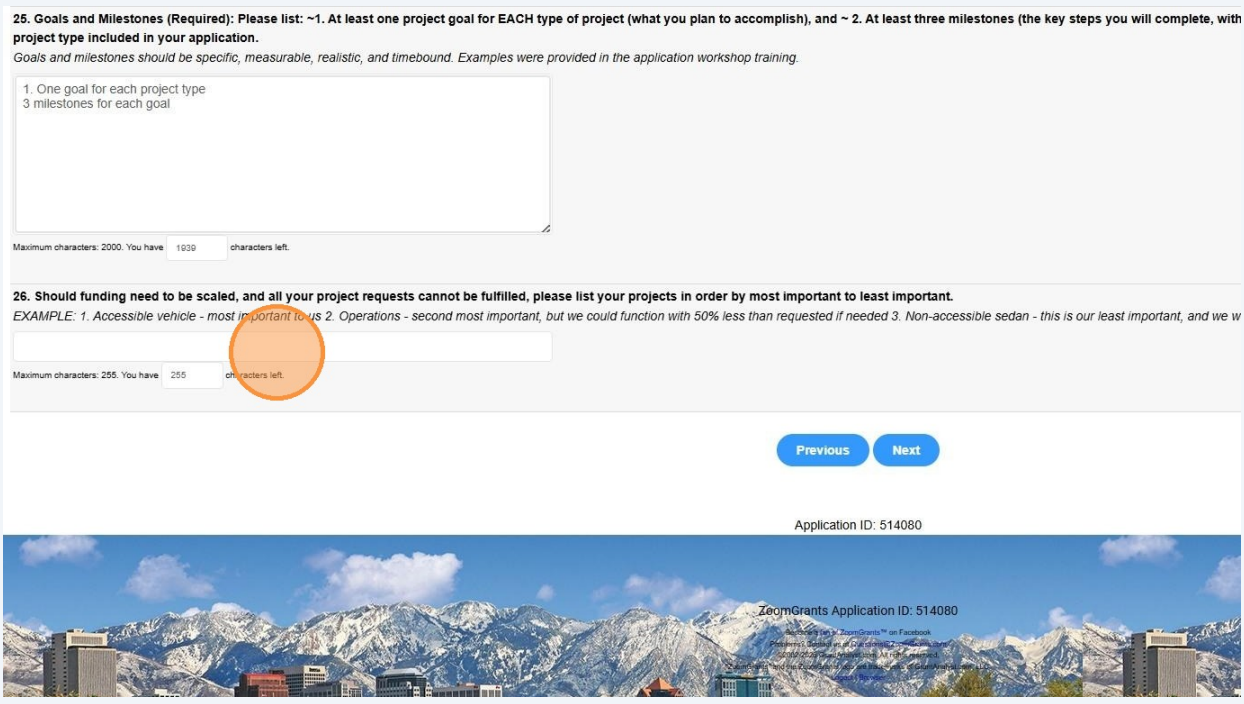
Question 24, this is regarding your 2025 risk assessment. Make sure you upload it to your application. For new agencies, please select 'high' and complete the 'self risk assessment' template in the documents tab.



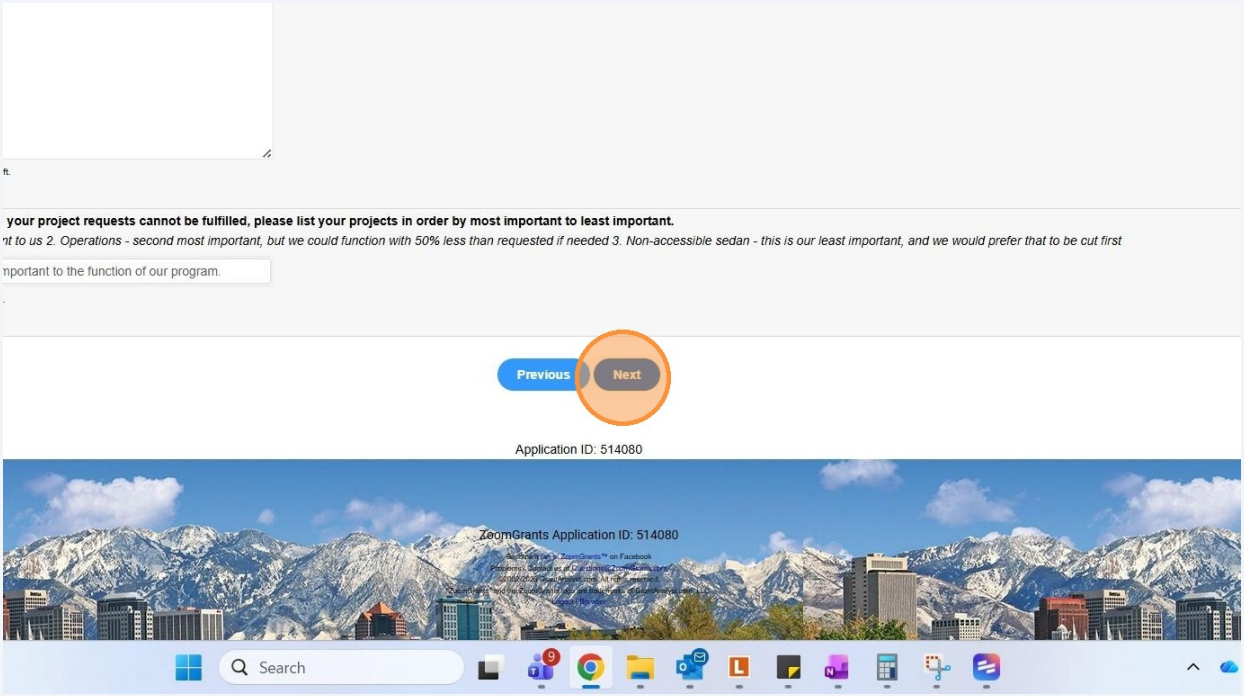
27 Question 25, please write 1 goal for each project type you are applying for. Please add 3 milestones for each goal. Milestones should be SMART - specific, measurable, achievable, realistic, and timely



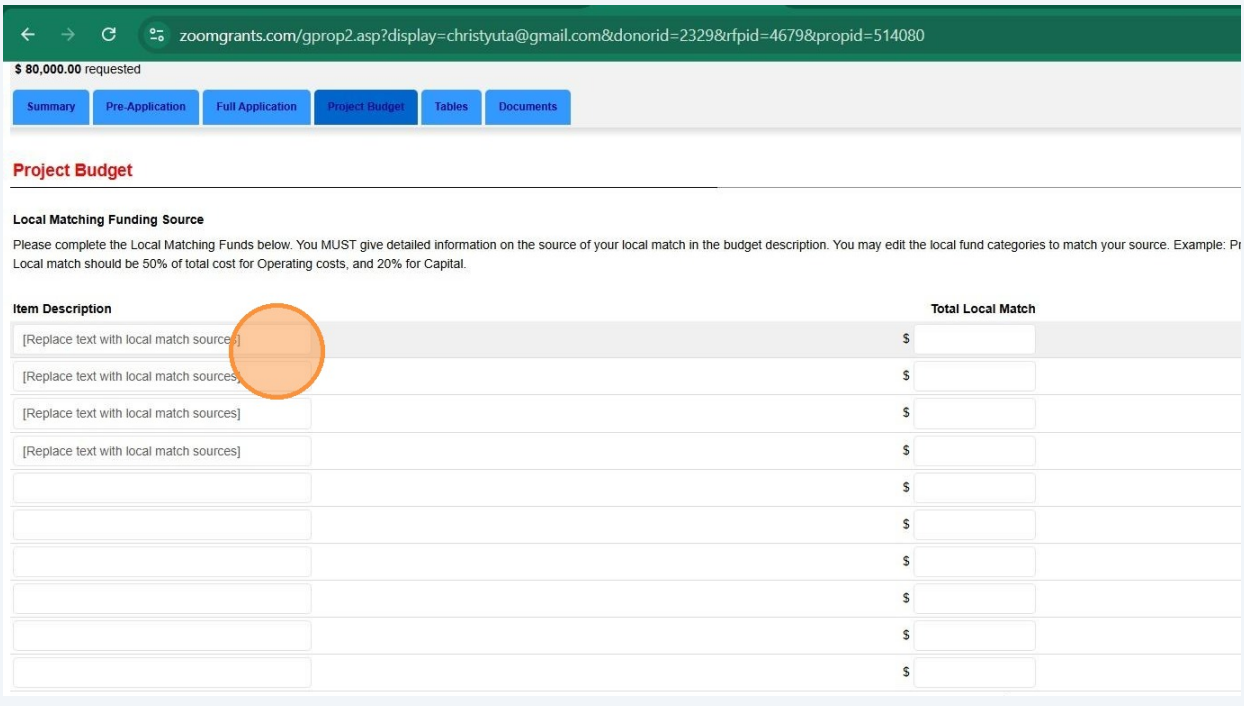
28 Question 26, please give an example of how your project could be scaled if we had to cut funding from your request. Give specific examples if possible.



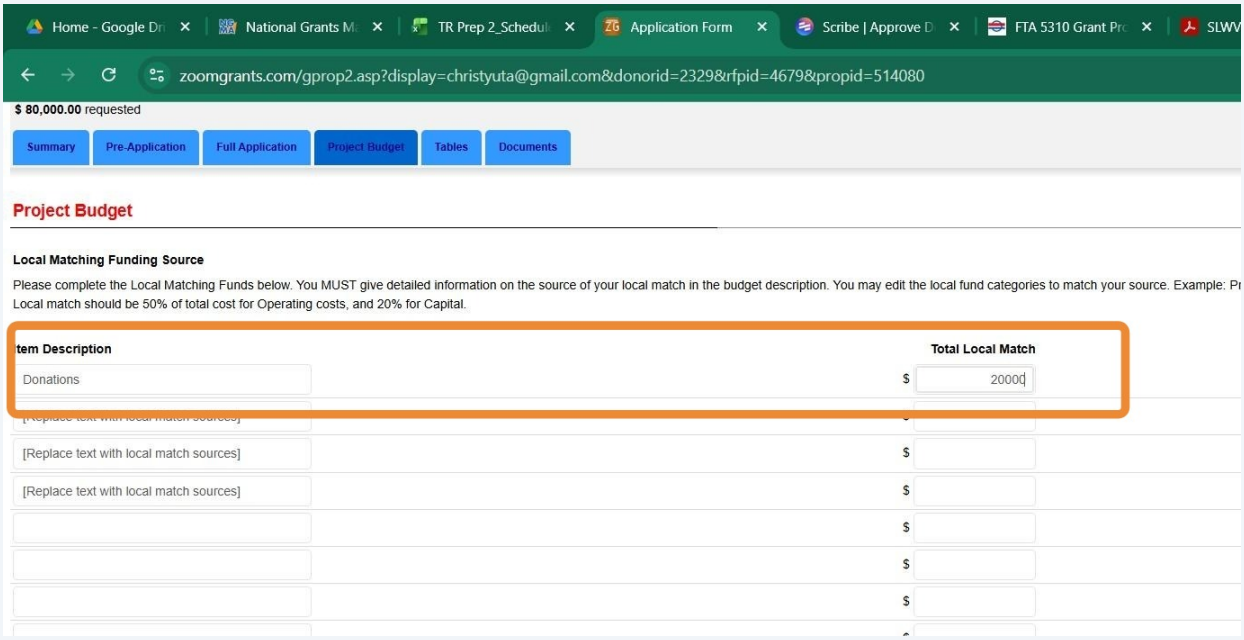
29 Click "Next"



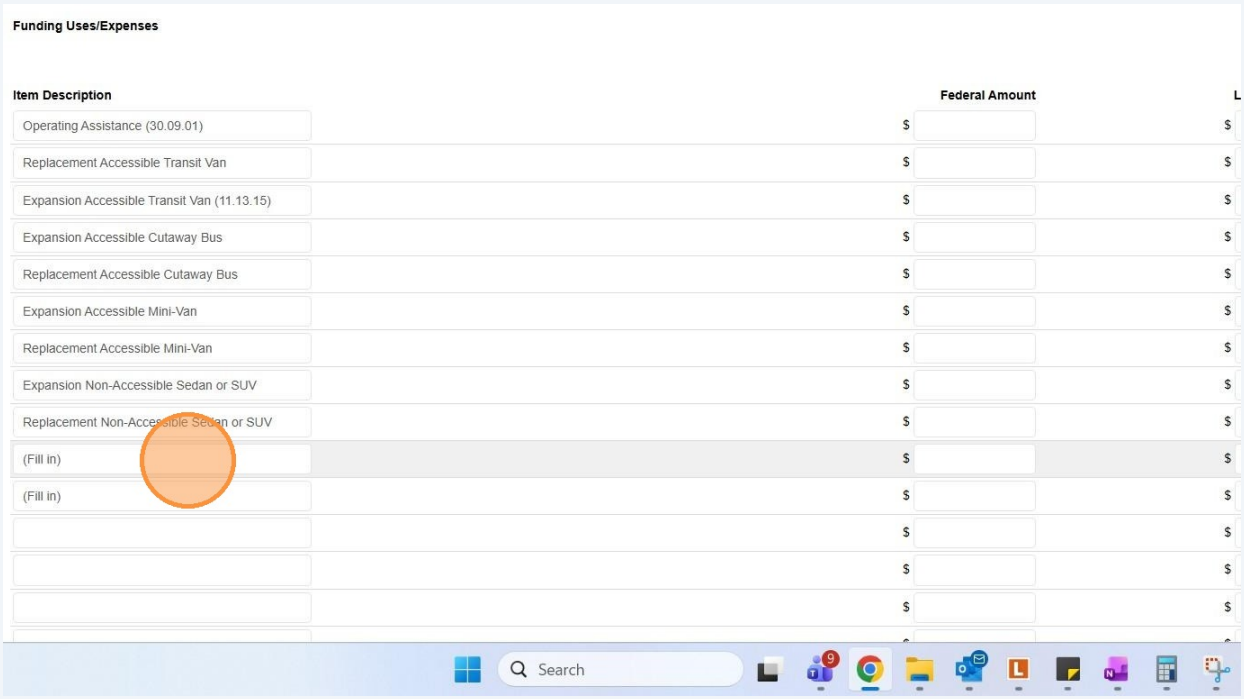
30 After the application questions are completed and you click next, you will move to the Project Budget Tab. Please fill out the local match section first with your source of match and how much each source will contribute. Letter confirming this contribution is required.



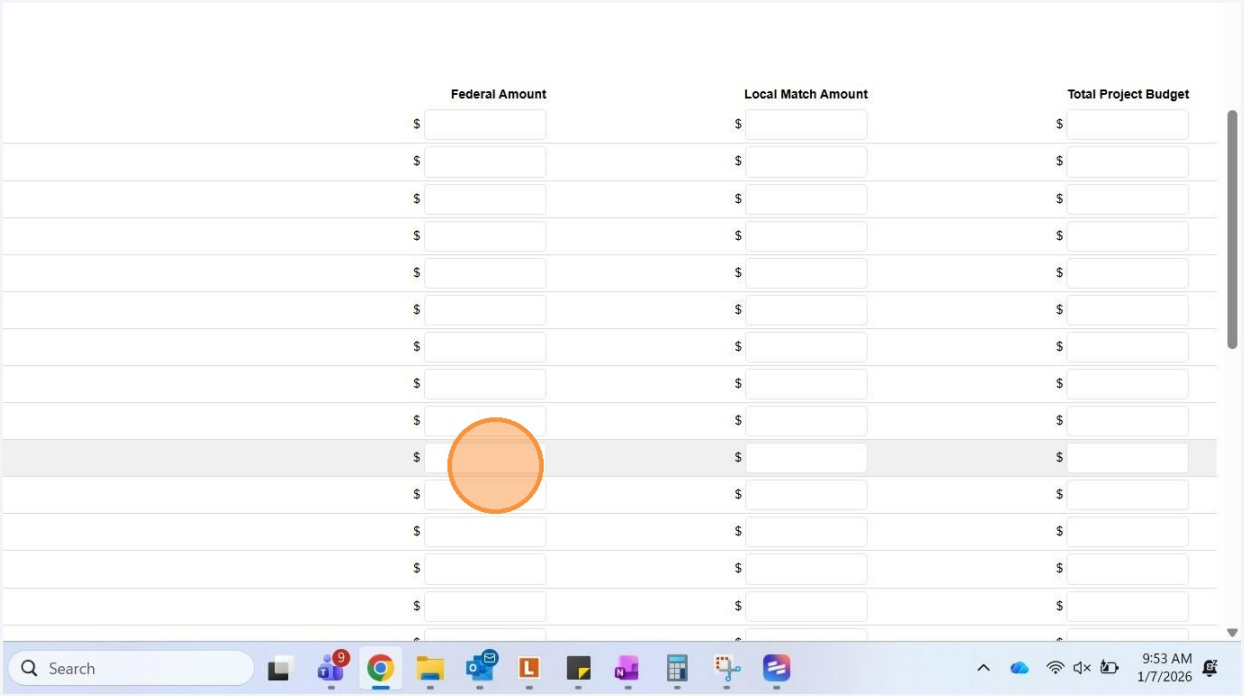
31 EXAMPLE



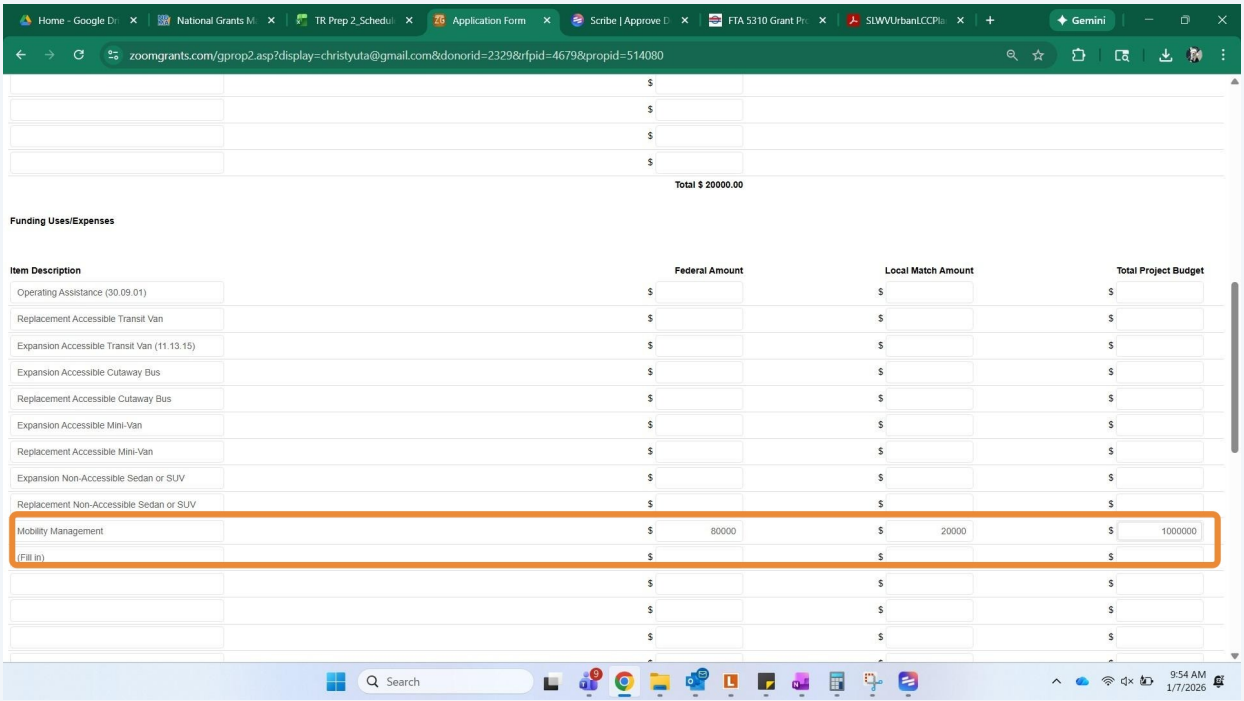
32 Then fill out the Funding Uses/Expenses box. You can edit the item descriptions as needed. Please add the Federal, Local, and Total amounts. Note: these will be changed once your project is approved and awarded, to match the award to avoid invoicing errors.



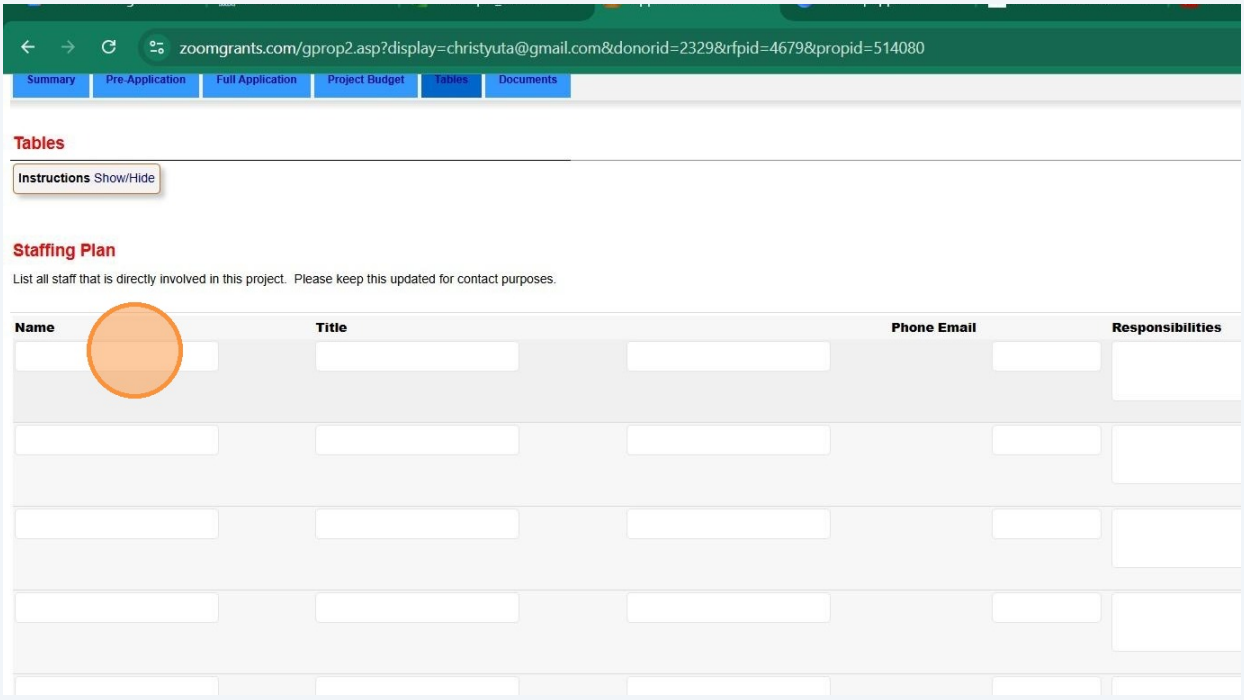
33 Fill out all 3 columns for the item description you are requesting.



34 Example for an 80/20 capital project



35 Click here



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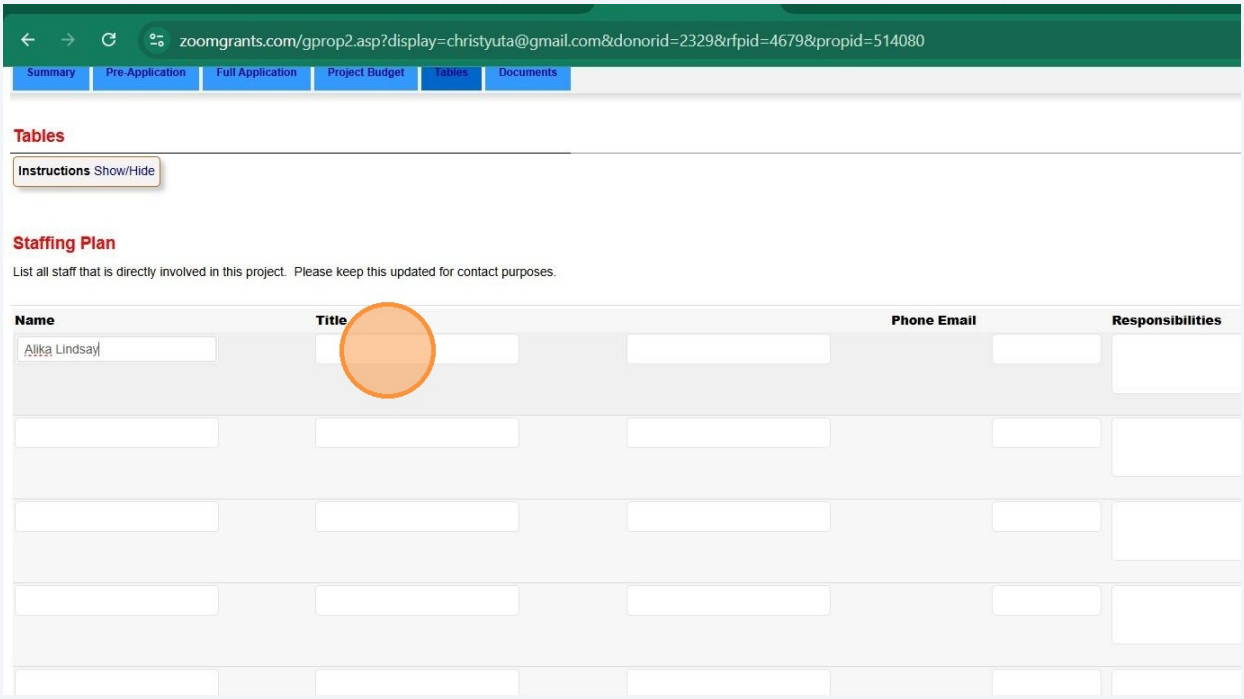
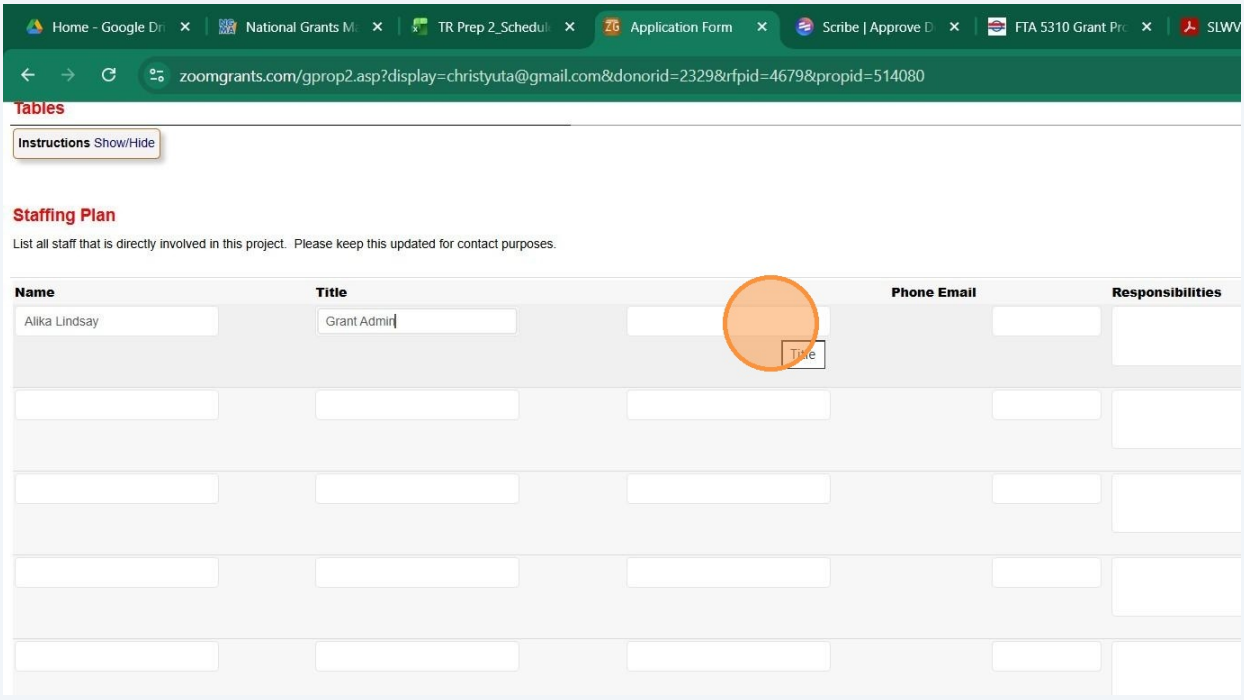
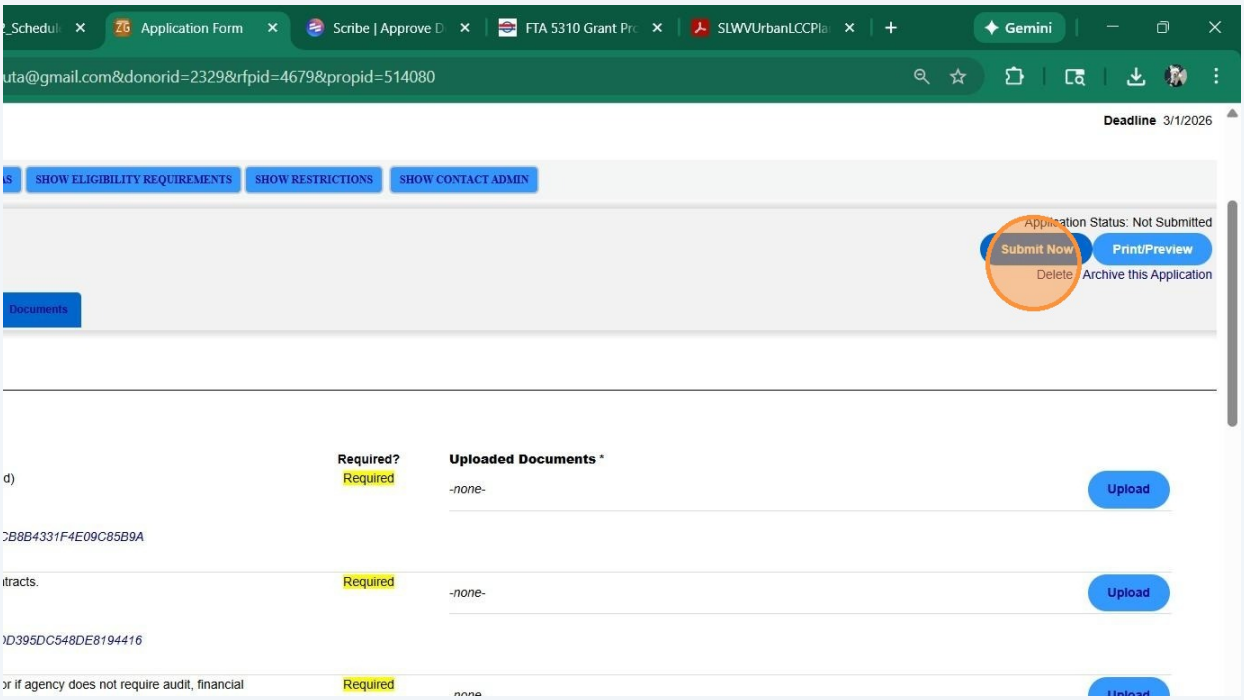
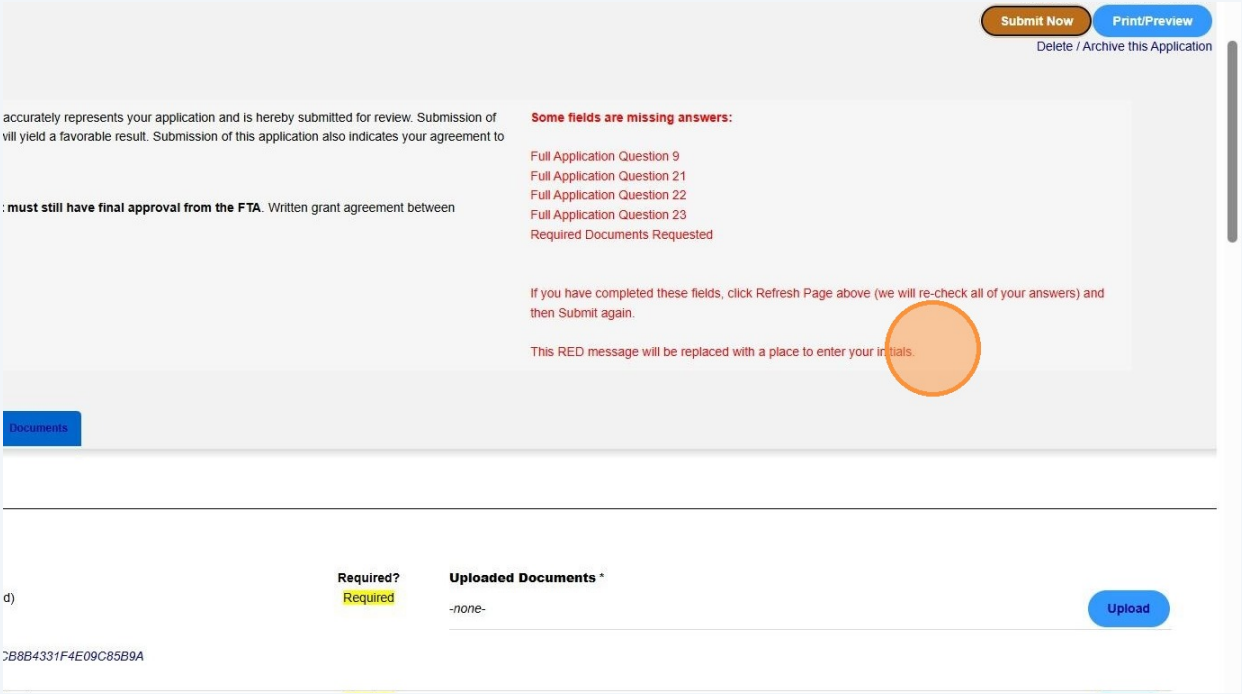


37 After you click 'Next" it will take you to the TABLES tab. You must fill out the staffing plan table and the board roster table. The table for Replacement vehicle is ONLY for those requesting a replacement vehicle.



38 Finally, after clicking Next on the tables section, you will move to the Documents tab. Documents that are required for ALL will show a yellow highlighted 'required' tag. Some documents will have a template you can download, beneath the title of the document in BLUE letters. Upload each document before clicking submit now.



39 If you have errors on your application it will show you in red. You must fix the errors, refresh, then try submitting again. MAKE SURE you see a submitted stamp with a green checkmark in the upper right hand corner.

NOTE: Even though application collaborators can edit the application, ONLY THE APPLICATION ADMIN for your agency can submit the final application. So if you do not see this button, navigate to your grants "summary" tab and see who is listed as your application contact.