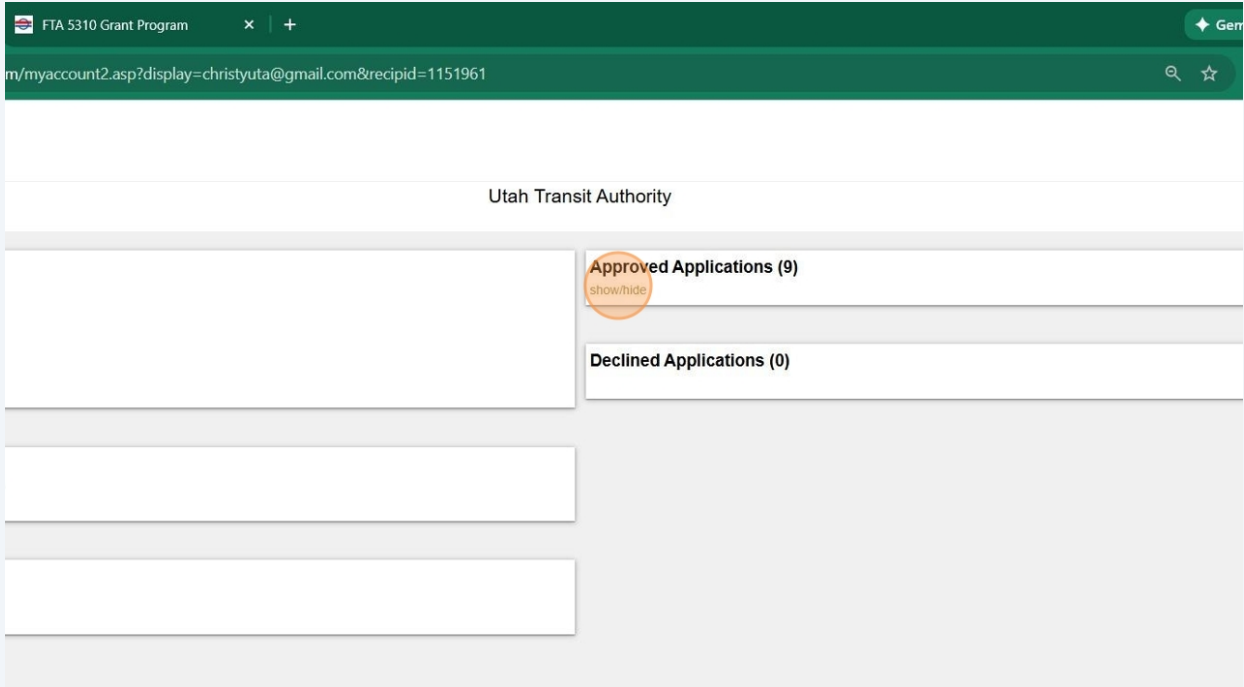


5310 Grants -How to Submit a Pre-Application (Updated 2026)



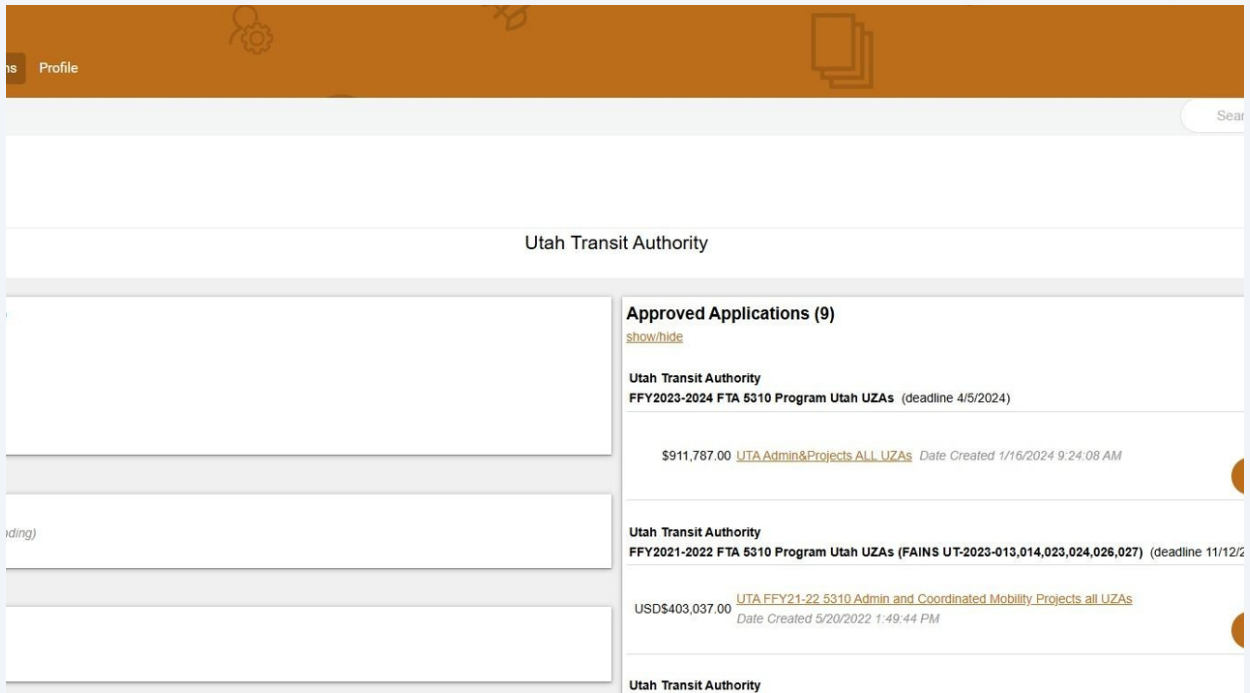
1

First, log into your agencies ZOOMGRANTS account. Make sure your agency does not already have an account before creating a new agency profile. Agencies can only have one profile associated with their UEI number in Sam.gov.



2

First, log into your agencies ZOOMGRANTS account. Make sure your agency does not already have an account before creating a new agency profile. Agencies can only have one profile associated with their UEI number in Sam.gov. When you log in your home page will look like the screenshot below. You will see past programs, but you will not find the current open program until you click the link to the invite.



3

You can access the link by navigating to our website rideuta.com/5310grants



4

Click "Link to Pre-Application" under the "Pre-Application Deadline" section. Also, the link will be emailed out to the LCC partners. If you still cannot find the link, email alindsay@rideuta.com for assistance.

OR

- Thursday, January 8 — Virtual Session, 9:00-12:00PM
[CLICK HERE TO SIGN UP](#)

Pre-Application Deadline

A pre-application must be submitted by all applicants and is similar to a "Letter of Intent". We use the preapplication to determine your agencies' eligibility to receive Federal funding. Pre-applications must be submitted via **Zoomgrants**, UTA's online grant application and managements system. Applicants not eligible for 5310 awards will be contacted regarding their pre-applications.

Due: Sunday, January 18, 2026, by 11:59 PM
Late Pre-Applications will not be accepted.

[Link to Pre-Application](#)

Full Application Window

- Portal Opens: **January 26, 2026 at 6:00 AM**
- Application Deadline: **March 1, 2026 by 11:59 PM**

Correction Period

<https://www.zoomgrants.com/gprop.asp?donorid=2329&limited=4679>

5

When you click the link, and you are already logged in to your zoomgrants account, it will add the new open program directly to your "open programs" list. Then you can click the "apply" button.

UTA

Welcome, Chris

HELP RESOURCES FULL

Search

Utah Transit Authority

Open Programs

Open Programs

FFY2025-2026 FTA 5310 Utah Large Urban UTA
3/1/2026 - Organizations Only

Apply Preview

6

Once it is added to your open programs, by clicking apply, you will be able to view that program from your "incomplete applications" section of your zoomgrants home page.

ZoomGrants My Account Home / My Applications Profile

Utah Transit Authority

Incomplete Applications (1)
(full application not yet submitted)
[show/hide](#)

Utah Transit Authority
FFY2025-2026 FTA 5310 Utah Large Urban UTA (deadline 3/1/2026)
\$0.00 Application ID 514080 Date Created 12/30/2025 7:44:43 AM

Submitted Applications (2)
(full application submitted, decision pending)
[show/hide](#)

Archived Applications (2)
(application abandoned)
[show/hide](#)

Approved Applications (9)
[show/hide](#)

Utah Transit Authority
FFY2023-2024 FTA 5310 Program Utah UZAs (deadline 4/5/2024)
\$911,787.00 UTA Admin&Projects ALL UZAs Date Created 1/16/2024 9:24:08 AM [Add Quar](#)

Utah Transit Authority
FFY2021-2022 FTA 5310 Program Utah UZAs (FAINS UT-2023-013,014,023,024,026,027) (deadline 11/12/2023)
USD\$403,037.00 UTA FFY21-22 5310 Admin and Coordinated Mobility Projects all UZAs Date Created 5/20/2022 1:49:44 PM [Add Quar](#)

Utah Transit Authority
FY 2019-2020 FTA 5310 Program CLOSED (deadline 9/3/2022)
USD\$485,017.00 UTA 2019-2020 Administration Date Created 5/20/2022 1:49:44 PM [Add Quar](#)

7

Now that you have added the new open program to your account, we will walk you through the pre-application. You can get there by clicking the application ID again from your "incomplete application" section of your homepage.

ZoomGrants My Account Home / My Applications Profile

Utah Transit Authority

Incomplete Applications (1)
(full application not yet submitted)
[show/hide](#)

Utah Transit Authority
FFY2025-2026 FTA 5310 Utah Large Urban UTA (deadline 3/1/2026)
\$0.00 Application ID 514080 Date Created 12/30/2025 7:44:43 AM

Submitted Applications (2)
(full application submitted, decision pending)
[show/hide](#)

Archived Applications (2)
(application abandoned)
[show/hide](#)

Approved Applications (9)
[show/hide](#)

Utah Transit Authority
FFY2023-2024 FTA 5310 Program Utah UZAs (deadline 4/5/2024)
\$911,787.00 UTA Admin&Projects ALL UZAs Date Created 1/16/2024 9:24:08 AM [Add Quar](#)

Utah Transit Authority
FFY2021-2022 FTA 5310 Program Utah UZAs (FAINS UT-2023-013,014,023,024,026,027) (deadline 11/12/2023)
USD\$403,037.00 UTA FFY21-22 5310 Admin and Coordinated Mobility Projects all UZAs Date Created 5/20/2022 1:49:44 PM [Add Quar](#)

Utah Transit Authority
FY 2019-2020 FTA 5310 Program CLOSED (deadline 9/3/2022)
USD\$485,017.00 UTA 2019-2020 Administration Date Created 5/20/2022 1:49:44 PM [Add Quar](#)

8

This will take you to the "summary" tab first. This can always be edited if you change the amount requested between now and the full application, so don't worry about it too much. Just add a number estimate, and make sure all the information for your agency looks correct. If any agency information needs to be changed that you cannot edit, you will need to reach out to your agencies application administrator, or zoomgrants customer service.

The screenshot shows a web browser window with the URL `zoomgrants.com/gprop2.asp?display=christyuta@gmail.com&donorid=2329&rfpid=4679&propid=514080`. The page title is "Utah Transit Authority" and the main heading is "FFY2025-2026 FTA 5310 Utah Large Urban UTA". A "Deadline" of 3/1/2026 is noted in the top right. Below the heading are several navigation buttons: "VIEW OPEN PROGRAMS", "SHOW FTA 5310 PROGRAM FOR UTAH URBANIZED AREAS", "SHOW ELIGIBILITY REQUIREMENTS", "SHOW RESTRICTIONS", and "SHOW CONTACT ADMS".

The application status is "Not Submitted". A "Print Preview" button is visible. The amount requested is "\$ 0.00". Navigation tabs include "Summary", "Pre Application", "Full Application", "Project Budget", "Tables", and "Documents".

The "Summary" section contains the following fields:

- Application Title/Project Name:** [Empty text box]
- Amount Requested:** This is the Federal Amount. Value: \$ 0
- Total Project Cost:** This includes both the federal request and the local match. Value: \$ 0

Applicant Information:

- First Name: Christy
- Last Name: Allen
- Telephone: 8012371921
- Email: christyuta@gmail.com

Organization Information: (changes to this data will be reflected on all other applications for this organization)

- Organization Legal Name/Entity Name: Utah Transit Authority
- Address 1: [Empty text box]

The Windows taskbar at the bottom shows the search bar, task icons, and system tray with the date 12/30/2025 and time 8:45 AM.

9

For this example we are applying for Mobility Management funds, which are an 80/20 match ratio. So we are requesting 80% of the total project cost. That means in the 'Amount Requested' field we put \$80,000 (numbers only, do not add commas in the box) and in 'Total Project Cost' we put \$100,000

Utah Transit Authority
FFY2025-2026 FTA 5310 Utah Large Urban UTA
Deadline 3/1/2026

Utah Transit Authority
UTA Mobility Management
\$100,000.00 requested
Application Status: Not Submitted
Delete / Archive this Application [Print/Preview](#)

Summary (answers are saved automatically when you move to another field)

Instructions Show/Hide

Application Title/Project Name UTA Mobility Management

Amount Requested This is the Federal Amount \$ 80000

Total Project Cost This includes both the federal request and the local match \$ 100000

Applicant Information

First Name: Christy
Last Name: Allen
Telephone: 8012371921
Email: christyuta@gmail.com

Organization Information (changes to this data will be reflected on all other applications for this organization)

Organization Legal Name/Entity Name: Utah Transit Authority
Address 1: 669 W. 200 S.

10

Next on this summary tab, be sure to add any 'collaborators' that will need access to the application. (Note: you can only do this step if you are logged in as your agencies application administrator.) Be sure to click the checkbox to give them editing access, then click 'invite' to send them an email to access this application for your agency.

City: Salt Lake City
State/Province: UT
ZIP+4/Postal Code: 84101
Country: United States
[Edit Address](#)

Telephone: 8012371921
Fax (optional):
Website (optional):

CEO/Executive Director

First Name: Jay
Last Name: Fox
Title: Executive Director
Email: JFox@rideuta.com

Collaborators
Collaborators can only edit application data (answers). They cannot submit, archive, or delete this application.

Email Address	First Name	Last Name	Title	Editing Access	Status
alindsay@rideuta.com Add to Additional Contacts (below)	Alina	Lindsay	Grant Admin	<input checked="" type="checkbox"/>	Invite

Additional Contacts for this Application
Additional Contacts will be copied on all emails sent to the application owner regarding this application. Enter ONLY email addresses separated by a comma. No names. No titles. No phone numbers.

[Next](#)

11 Click "Invite"

Jay
Fox
Executive Director
JFox@rideuta.com

Collaborators can only edit application data (answers). They cannot submit, archive, or delete this application.

Last Name	Title	Editing Access	Status
Lindsay	Grant Admin	<input checked="" type="checkbox"/>	Invite

regarding this application. Enter ONLY email addresses separated by a comma. No names. No titles. No phone numbers.

[Next](#)

Windows taskbar with search bar, task icons (including Teams, Outlook, Chrome, File Explorer, L, Notepad, Calculator, Word, Edge), system tray icons (network, volume, battery), and system clock showing 8:48 AM on 12/30/2025.

12

You can add as many collaborators as you need. Later, if your full application is approved you can change/edit the access for your collaborators to do different things such as : financial invoicing, quarterly reporting, etc. Please note the 'additional contacts' field does not give access to the application. It only adds that person to zoomgrants emails or notifications. Because of this, we recommend ignoring that section and just using 'collaborators'.

website (optional)

CEO/Executive Director

First Name

Last Name

Title

Email

Collaborators

Collaborators can only edit application data (answers). They cannot submit, archive, or delete this application.

Email Address	First Name	Last Name	Title	Editing Access
<input type="text" value="Email Address"/>	<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="Title"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Add to Additional Contacts (below)				
alindsay@rideuta.com	Alka	Lindsay	Grant Admin	<input checked="" type="checkbox"/>

Additional Contacts for this Application

Additional Contacts will be copied on all emails sent to the application owner regarding this application. Enter ONLY email addresses separated by a comma. No names. No titles. No phone numbers.

Windows taskbar: Search, File Explorer, Microsoft Edge, Google Chrome, Outlook, Word, Excel, PowerPoint, Teams, OneDrive, etc.

13

Once your 'summary' tab is completed, your agency information has been verified, and you have added your collaborators, you can click 'next' at the bottom of the page to continue on to the pre-application. (OR you can navigate there by clicking the 'pre-application' tab at the top of the page as well.)

Application					
First Name	Last Name	Title			
Alika	Lindsay	Grant Admin	<input checked="" type="checkbox"/>	Invited	
Trista	Lawrence	Coord Admin	<input checked="" type="checkbox"/>	Invited	

ation
 n all emails sent to the application owner regarding this application. Enter ONLY email addresses separated by a comma. No names. No titles. No phone numbers.

Application ID: 514080

14

ALL QUESTIONS ARE REQUIRED and you must fill out every box in the pre-application or it will not let you submit. 1.) The first question on your pre-application is your agencies Entity Type. This is to verify your agency is eligible to receive these grant funds. Please select one of the options.

zoomgrants.com/gprop2.asp?display=christyuta@gmail.com&donorid=2329&rfpid=4679&propid=514080

UTA Mobility Management
 \$ 80000 requested Delete / Archive this Appli

Summary Pre-Application Full Application Project Budget Tables Documents

Your Pre-Application must be submitted AND approved before continuing.

Pre-Application (answers are saved automatically when you click a button)

Pre-Application Status **Undeci**
Pre-App

Ask a Pre-Application Question

Instructions Show/Hide

1. Eligible Entity Type:
 If State or local government, you must be designated to provide services to seniors or people with disabilities and provide proof, or, you must certify that no other non-profit provides the services. Please upload required documentation as applicable

Private non-profit organization
 State or local government authority
 Operator of public transportation
 Other: _____

2. Are you currently or have you ever been disbarred or suspended from SAM.gov for receiving federal funds?
 No
 Yes, explain: _____

3. Provide a brief overview of the agency mission and transportation services you provide.

15

1. This question is in regards to your entity exclusions in: [SAM.gov](https://sam.gov)

Pre-Application Status

Ask a Pre-Application Question

Instructions Show/Hide

1. Eligible Entity Type:
If State or local government, you must be designated to provide services to seniors or people with disabilities and provide proof; or, you must certify that no other non-profit provides the services. Please upload required documents.

Private non-profit organization
 State or local government authority
 Operator of public transportation
 Other:

2. Are you currently or have you ever been disbarred or suspended from SAM.gov for receiving federal funds?

No
 Yes, explain:

3. Provide a brief overview of the agency mission and transportation services you provide.

Maximum characters: 500. You have 500 characters left.

4. Which UZA's does your agency serve?
(please check all that apply)

16

1. This question has a 500 character max, so you must make your answer short and precise. This is again, just to verify your agency and program is eligible to receive funds. This is not a scored question.

My Account FTA 5310 Grant Program Application Form

zoomgrants.com/gprop2.asp?display=christyuta@gmail.com&donorid=2329&rpid=4

3. Provide a brief overview of the agency mission and transportation services you provide.

Our mission is to advance accessible, equitable transportation by coordinating services and administering federal mobility programs for seniors and individuals with disabilities. Mobility management services are for the call referral program and Travel Trainers who provide free training to riders who need assistance. We use these funds to reimburse their pay for working with seniors and people with disabilities.

Maximum characters: 500. You have 82 characters left.

4. Which UZA's does your agency serve?
(please check all that apply)

Ogden/Layton UZA
 Provo/Orem UZA
 Salt Lake UZA

17

1. This question allows you to choose more than one, if your agency serves multiple areas. Please note you must be involved and participate in the Local Coordinating Council for the UZA you are applying for funds from.

administering federal mobility programs for seniors and individuals with disabilities. Mobility management services are for the call referral program and Travel Trainers who provide free training to riders who need assistance.]

Maximum characters: 500. You have 180 characters left.

4. Which UZA's does your agency serve?

(please check all that apply)

- Ogden/Layton UZA
- Provo/Orem UZA
- Salt Lake UZA

5. Which Congressional Districts does your agency serve?

(please check all that apply)

- District 1
- District 2
- District 3
- District 4

6. Which populations will your project serve?

18

1. This question also allows you to choose more than one. Please choose all the congressional districts your agency serves.

mobility management services are for the call referral program and Travel Trainers who provide free training to riders who need assistance.

Maximum characters: 500. You have 180 characters left.

4. Which UZA's does your agency serve?

(please check all that apply)

- Ogden/Layton UZA
- Provo/Orem UZA
- Salt Lake UZA

5. Which Congressional Districts does your agency serve?

(please check all that apply)

- District 1
- District 2
- District 3
- District 4

6. Which populations will your project serve?

(please check all that apply)

- Individuals with disabilities
- Seniors
- Veterans
- Low-income Individuals
- Other:

7. Please select which project type categories you plan on applying for.

Non-Traditional Project Type, or Traditional Project Types are indicated. Non-accessible vehicles REQUIRE Certificate of Equivalent Service.

- Operating Assistance (Non-Trad)

19

1. Please select all populations your program serves. If you have a large agency that has many programs, please consider only the program you are currently requesting funding for.

4. Which UZA's does your agency serve?

(please check all that apply)

- Ogden/Layton UZA
- Provo/Orem UZA
- Salt Lake UZA

5. Which Congressional Districts does your agency serve?

(please check all that apply)

- District 1
- District 2
- District 3
- District 4

6. Which populations will your project serve?

(please check all that apply)

- Individuals with disabilities
- Seniors
- Veterans
- Low-income Individuals
- Other:

7. Please select which project type categories you plan on applying for.

Non-Traditional Project Type, or Traditional Project Types are indicated. Non-accessible vehicles REQUIRE Certificate of Equivalent Service.

- Operating Assistance (Non-Trad)
- Accessible Transit Van (Trad)
- Accessible Cutaway Bus (Trad)
- Accessible Mini-Van (Trad)
- Non-Accessible Mini-Van (Trad)
- Non-Accessible Sedan or SUV (Trad)
- Mobility Management Funds (Trad)
- Preventive Maintenance (Trad)
- Other:

20

1. Please select thy TYPE of projects you plan on applying for. Select all that apply. Note that non-accessible vehicles will require a certificate of equivalent service.
8. If you are a requesting a vehicle, please complete question 8, otherwise type "N/A" in the box.

zoomgrants.com/gprop2.asp?display=christyuta@gmail.com&donorid=2329&rfpid=4679&propid=514080

- Individuals with disabilities
- Seniors
- Veterans
- Low-income Individuals
- Other:

7. Please select which project type categories you plan on applying for.

Non-Traditional Project Type, or Traditional Project Types are indicated. Non-accessible vehicles REQUIRE Certificate of Equivalent Service.

- Operating Assistance (Non-Trad)
- Accessible Transit Van (Trad)
- Accessible Cutaway Bus (Trad)
- Accessible Mini-Van (Trad)
- Non-Accessible Mini-Van (Trad)
- Non-Accessible Sedan or SUV (Trad)
- Mobility Management Funds (Trad)
- Preventive Maintenance (Trad)
- Other:

8. If requesting a vehicle, please specify how many passengers this will allow you to serve, and how many clients you already have that will be eligible to ride in the vehicle. Please explain how many access serve your program.

This question will help us determine if the vehicle you are requesting will meet the needs of your agency.

Maximum characters: 2000. You have 2000 characters left.

21

1. Please note you MUST fill out every box. SO if you are not going to be requesting vehicles, the application will still require you to put a ZERO in each box. This question should show you the current estimate on vehicle cost for the corresponding type. This is subject to change and is only an estimate.

Maximum characters: 2000. You have 1955 characters left.

9. If you are requesting funds for a Traditional Project Type, please indicate in the corresponding box how many items. PLEASE USE NUMERIC DATA ONLY
**Other Traditional capital items may require UTA approval in writing uploaded to documentation prior to submitting final application. Do not add commas or symbols.*

<input type="text"/>	Expansion Accessible Transit Van (\$105,000)
<input type="text"/>	Replacement Accessible Transit Van (\$105,000)
<input type="text"/>	Expansion Accessible Cutaway Bus (\$150,000)
<input type="text"/>	Replacement Accessible Cutaway Bus (\$150,000)
<input type="text"/>	Expansion Accessible Mini-Van (\$70,000)
<input type="text"/>	Replacement Accessible Mini-Van (\$70,000)
<input type="text"/>	Expansion Non-Accessible Mini-Van (\$50,000)
<input type="text"/>	Replacement Non-Accessible Mini-Van (\$50,000)
<input type="text"/>	Expansion Non-Accessible Sedan or SUV (\$35-\$45k)
<input type="text"/>	Replacement Non-Accessible Sedan or SUV (\$35-\$45k)

22

1. If you are requesting a project that has REIMBURSEABLE expenses such as operating, mobility management, etc. please fill out the estimated amount you will request and use numeric data only. No commas. YOU MUST fill out every box! So put a ZERO in all the boxes that do not apply.

← → ↻ 🌐 zoomgrants.com/gprop2.asp?display=christyuta@gmail.com&donorid=23298&rfpid=4679&propid=514080

Replacement Non-Accessible Sedan or SUV (\$35-\$45k)

Other Equipment (Explain in Question 9)

10. If you are requesting reimbursable funds (operating assistance, prev maint or mobility management), please indicate the dollar amount you plan on applying for. Please do not enter dollar signs or commas, numeric data only. PLEASE USE THE TOTAL PROJECT COST. (Fed+Local)

Operating Assistance

Preventive Maintenance

Mobility Management

3rd Party Contracted Transportation Services

Voucher

Other Reimbursable (Explain in Question 9)

11. If you are requesting "Other Traditional" or "Other Non-Traditional" projects that are not listed, you need prior approval before submitting your full application. Please give a description. Include number writing, if construction describe if any digging will be required, etc. Be as specific as possible. More documents may be required such as procurement policy.

23

1. This box allows you to explain your project type if it was not on the list of options. If it was not listed, be sure you email alindsay@rideuta.com to request prior approval for such project type. Otherwise, you can write 'N/A' or something similar to the example in the box.

Preventive Maintenance

Mobility Management

3rd Party Contracted Transportation Services

Voucher

Other Reimbursable (Explain in Question 9)

11. If you are requesting "Other Traditional" or "Other Non-Traditional" projects that are not listed, you need prior approval before submitting your full application. Please give a description. Include number writing, if construction describe if any digging will be required, etc. Be as specific as possible. More documents may be required such as procurement policy.

Maximum characters: 1000. You have characters left.

Documents Requested *	Required?	Uploaded Documents *
Document designating agency to serve seniors (GOVERNMENT ONLY)		-none-
SAM Registration (screenshot of SAM with Expiration Date)	Required	-none-

24

Now that we have completed each question, you must upload required documents. The first document required is your SAM registration. This guide will show you where to find and download that.

11. If you are requesting "Other Traditional" or "Other Non-Traditional" projects that are not listed, you need prior approval before submitting your full application. Please give a description. Include number writing, if construction describe if any digging will be required, etc.

Be as specific as possible. More documents may be required such as procurement policy.

We are not requesting other projects at this time.

Maximum characters: 1000. You have 950 characters left.

Documents Requested *	Required?	Uploaded Documents *
Document designating agency to serve seniors (GOVERNMENT ONLY)		-none-
SAM Registration (screenshot of SAM with Expiration Date)	Required	-none-
501(c)(3) determination letter (If Government agency, provide proof of Federal TIN)	Required	-none-
Current W-9	Required	-none-
Certificate of Equivalent Service and Assessment (if requesting non-accessible vehicles)		-none-

* ZoomGrants™ is not responsible for the content of uploaded documents.

Submit Pre-Application

This Pre-Application section must be submitted and Approved by the Administrator (not ZoomGrants) before you can fill out the rest of the applic. Click the Submit Pre-Application button at the top or bottom of this tab to submit this section to be reviewed.

25

Navigate to [Sam.gov](https://sam.gov) and log into your government account.

The screenshot shows a web browser window with two tabs: 'Application Form' and 'Home | SAM.gov'. The browser's address bar shows 'Home | SAM.gov'. Below the browser, the SAM.gov website header is visible, including a 'How you know' dropdown, a 'Show Details' button, and a 'Sign In' button. A banner at the bottom of the page reads 'Official U.S. Government Website 100% Free'. Below the banner, there are two main sections: 'Government System for:' and 'Register Your Entity or Get a Unique Entity ID'. The 'Government System for:' section lists 'Federal Assistance' and 'Assistance Listings and Subaward Reports (was FSRS.gov)'. The 'Register Your Entity or Get a Unique Entity ID' section states: 'Register your entity or get a Unique Entity ID to get started doing business with the federal government.'

26

You can navigate to your agencies page, or search your agency to find your active registration.

The screenshot shows the SAM.gov website interface. At the top, there are two notification banners: "Contract Award Data Processing Delay" dated Dec 29, 2025, and "Revolutionary FAR Overhaul Impacts to SAM.gov" dated Aug 15, 2025. Below the notifications is the SAM.GOV logo and navigation links for Home, Search, Data Bank, Data Services, and Help. A breadcrumb trail shows "Core Data". The main content area displays the "Entity Registration" page for "UTAH TRANSIT AUTHORITY" with an "Active Registration" status. A sidebar on the left lists various information categories: Entity Registration, Core Data, Business Information, Entity Types, Financial Information, Taxpayer Information, Points of Contact, and Assertions. The main content area shows the following details:

Unique Entity ID	CAGE/NCAGE	Expiration Date
PQ4YJL6FKFX6	1G5T5	Jul 22, 2026

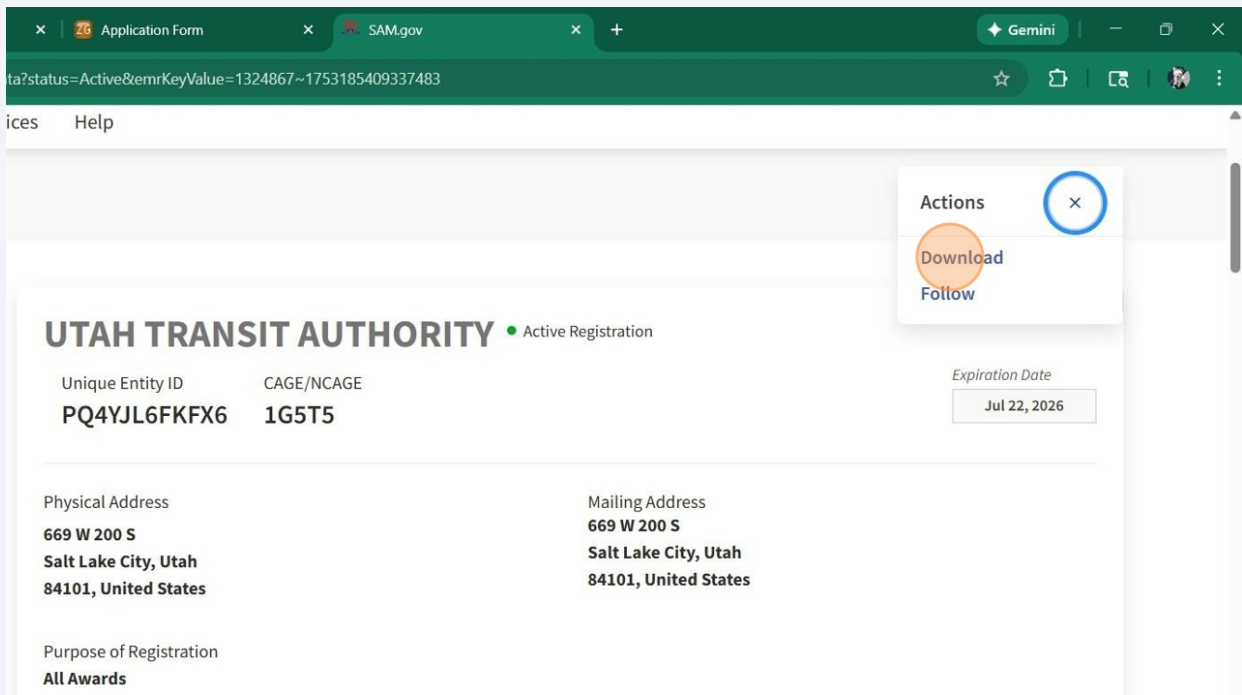
Physical Address: 669 W 200 S, Salt Lake City, Utah 84101, United States
Mailing Address: 669 W 200 S, Salt Lake City, Utah 84101, United States

27

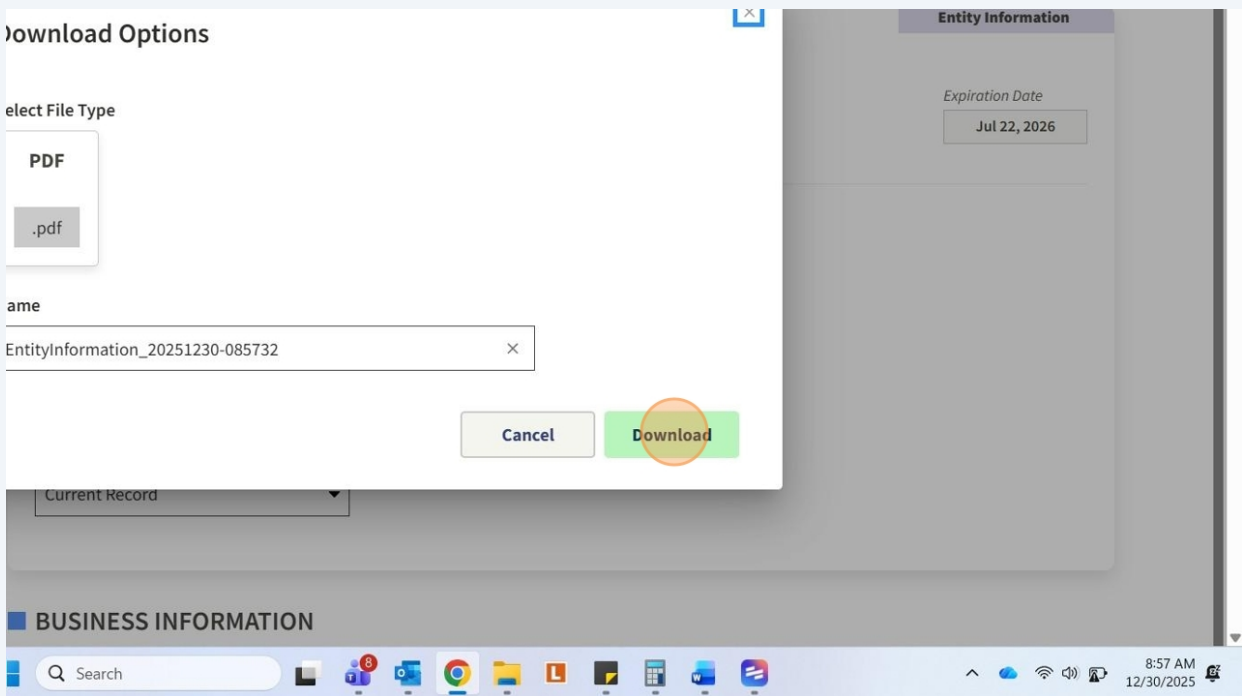
Click "Actions"

This screenshot shows the same SAM.gov page as above, but with the "Actions" button highlighted by an orange circle. The browser's address bar shows the URL: "ta?status=Active&emrKeyValu=1324867~1753185409337483". The "Entity Information" section is visible, showing the same registration details as in the previous screenshot. Below the address information, the "Purpose of Registration" is listed as "All Awards".

28 Click "Download"



29 Click "Download"



30 After downloading, navigate back to the application.

The screenshot shows a web browser window with the URL `sam.gov/entities/view/PQ4YJL6FKFX6/coreData?status=Active&emrKeyVal=1324867~1753185409337483`. The page title is "Core Data" and the entity name is "UTAH TRANSIT AUTHORITY" with a green dot indicating "Active Registration".

Unique Entity ID	CAGE/NCAGE
PQ4YJL6FKFX6	1G5T5

Physical Address	Mailing Address
669 W 200 S Salt Lake City, Utah 84101, United States	669 W 200 S Salt Lake City, Utah 84101, United States

Purpose of Registration: All Awards

31 Click "Upload"

The screenshot shows a table with columns "Required?" and "Uploaded Documents *". There are five rows, each with a "Required" status and a "-none-" value in the "Uploaded Documents" column. A blue "Upload" button is visible next to each row, with the second one circled in orange.

Required?	Uploaded Documents *
	-none-
Required	-none-
Required	-none-
Required	-none-
Required	-none-

Application section must be submitted and Approved by the Administrator (not ZoomGrants) before you can fill out the rest of the application.
Click the Submit Pre-Application button at the top or bottom of this tab to submit this section to be reviewed.

32 Click "File Upload Window"

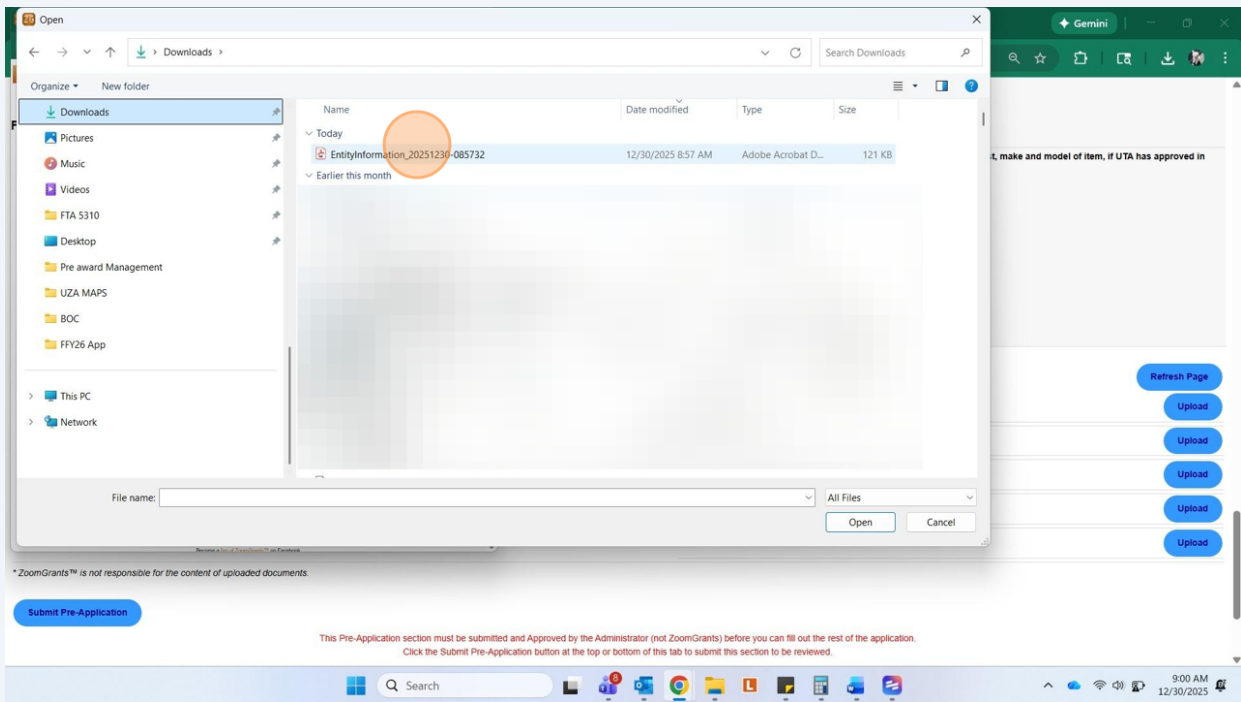
The screenshot shows the ZoomGrants File Upload Window. The "Document Requested" is "SAM Registration (screenshot of SAM with Expiration Date)" and the "Uploaded Document" is "-none-". The form has three steps: 1. File description (with a text input field), 2. Type of attachment (with radio buttons for "File Upload" and "Link to File"), and 3. Select a file to upload (with a "Choose File" button). Below the form, the document type is "PROPOSAL DOCUMENT" and there is an "Upload Now" button. A note at the bottom states: "* ZoomGrants™ is not responsible for the content of uploaded or linked documents." To the right, a table titled "Uploaded Documents" shows a list of documents with columns for "Required?" and "Uploaded Documents *". The table contains three rows, each with "Required" in yellow and "-none-" in the second column.

Required?	Uploaded Documents *
Required	-none-
Required	This list will be updated when the page is refreshed.
Required	-none-
Required	-none-

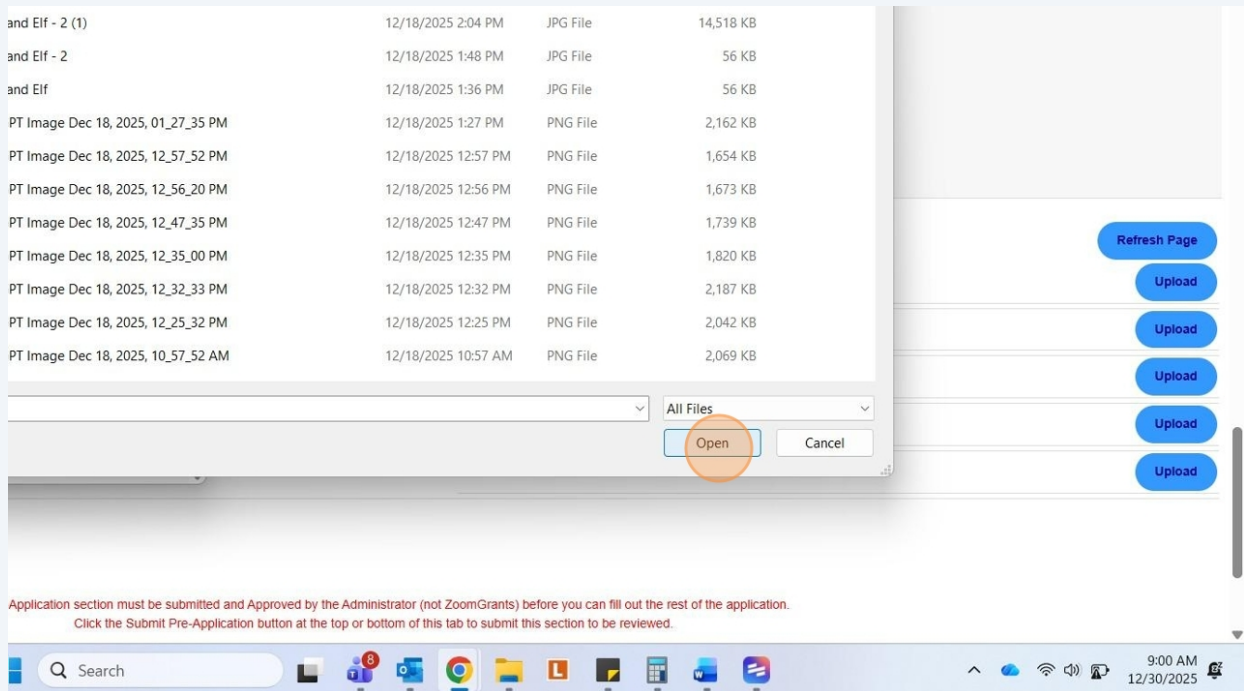
33 Click "Downloads"

The screenshot shows a Windows File Explorer window open to the "Downloads" folder. The "Downloads" folder is highlighted in the left sidebar. The main pane shows a blurred image of a document. In the background, a ZoomGrants application page is visible, showing a "Submit Pre-Application" button and a "Refresh Page" button. The page also contains several "Upload" buttons. A note at the bottom of the ZoomGrants page states: "This Pre-Application section must be submitted and Approved by the Administrator (not ZoomGrants) before you can fill out the rest of the application. Click the Submit Pre-Application button at the top or bottom of this tab to submit this section to be reviewed." The Windows taskbar at the bottom shows the time as 9:00 AM on 12/30/2025.

34 Click the file you wish to upload.



35 Click "Open"



36 Click here

The screenshot shows two browser windows. The left window is the 'File Upload Window' on zoomgrants.com. It contains a form with the following fields:

- Document Requested:** SAM Registration (screenshot of SAM with Expiration Date)
- Uploaded Document *:** -none-
- 1 File description:** A text input field with a red circle around it, containing the text 'UTA SAM REG'. Below it is the example '(e.g. IRS Letter, Financials, etc.)'.
- 2 Type of attachment:** Radio buttons for 'File Upload' (selected) and 'Link to File (YouTube, Dropbox, cloud storage, webserver, etc.)'.
- 3 Select a file to upload:** A file selection area showing 'EntityInform...0-085732.pdf'. Below it are instructions: 'No \"/>

37 Click "Upload Now"

This screenshot shows the same ZoomGrants File Upload Window as in step 36, but with the 'Upload Now' button highlighted by a red circle. The 'File description' field now contains 'UTA SAM REG'. Below the form, there is a blue button labeled 'Submit Pre-Application'.

The right window shows the SAM.gov application page. At the top, it says 'approval before submitting your full application. Please give a description. Include number'. Below this is a table with the following structure:

Required?	Uploaded Documents *
	-none-
Required	This list will be updated when the page is refreshed.
Required	-none-
Required	-none-
Required	-none-
Required	-none-

At the bottom of the page, there is a note: 'This Pre-Application section must be submitted and Approved by the Administrator (not ZoomGrants) before you can fill out the rest of the applic. Click the Submit Pre-Application button at the top or bottom of this tab to submit this section to be reviewed.'

38 Click "Close"

The screenshot shows a web browser window with the URL `zoomgrants.com/fileup.asp`. A modal window titled "Upload Window" is open, displaying the following information:

- Document Requested:** SAM Registration (screenshot of SAM with Expiration Date)
- Uploaded Document *:** UTA SAM REG [Delete]
- 1 File description:** A text input field with a placeholder "(e.g. IRS Letter, Financials, etc.)".
- 2 Type of attachment:** Radio buttons for "File Upload" (selected) and "Link to File (YouTube, Dropbox, cloud storage, webserver, etc.)".
- 3 Select a file to upload:** A "Choose File" button and "No file chosen" text. Below this, instructions state: "No '!' or '?' allowed in filenames. Be sure to include the file extension. File size is limited to 4MB. Supported file extensions: .DOC, .XLS, .XLSM, .DOCX, .XLSX, .TXT, .RTF, .WPS, .SXW, .ODT, .TAB, .CSV, .WKS, .SXC, .ODS, .PPT, .PPTX, .PPS, .SXI, .ODP, .PDF, .GIF, .JPG, .PNG, .MW, .WAV, .AIF, .MP3, .MP4, .MID, .MPG, .MOV, .WMV, .RM, .JPEG, .SHP, .SHX, .DBF, .KML, .KMZ, .TIF, .TIFF".
- Document type:** PROPOSAL DOCUMENT
- Upload Now** button.

Below the modal, a table titled "Uploaded Documents *" is visible:

Required?	Uploaded Documents *
	-none-
Required	This list will be updated when the page is refreshed.
Required	-none-
Required	

39 Continue uploading all required documents.

The screenshot shows the ZoomGrants application form. A text area for "Other Reimbursable (Explain in Question 9)" is visible. Below it, a section titled "11. If you are requesting 'Other Traditional' or 'Other Non-Traditional' projects that are not listed, you need prior approval before submitting your full application. Please give a description. Include number of items, estimated cost, make and model of item, if UTA has approved in writing, if construction describe if any digging will be required, etc. Be as specific as possible. More documents may be required such as procurement policy." contains a text input field with a character count of 1000.

Below the text area is a table titled "Documents Requested *" and "Uploaded Documents *":

Documents Requested *	Required?	Uploaded Documents *
Document designating agency to serve seniors (GOVERNMENT ONLY)		-none-
SAM Registration (screenshot of SAM with Expiration Date)	Required	This list will be updated when the page is refreshed.
501(c)(3) determination letter (if Government agency, provide proof of Federal TIN)	Required	-none-
Current W-9	Required	-none-
Certificate of Equivalent Service and Assessment (if requesting non-accessible vehicles)		-none-

At the bottom of the table, there are "Refresh Page" and "Upload" buttons for each row. A "Submit Pre-Application" button is located at the bottom left. A note at the bottom states: "This Pre-Application section must be submitted and Approved by the Administrator (not ZoomGrants) before you can fill out the rest of the application. Click the Submit Pre-Application button at the top or bottom of this tab to submit this section to be reviewed."

40

Now that you have completed the pre-application, Click "Submit Pre-Application"

Documents Requested *	Required?	Uploaded documents
Document designating agency to serve seniors (GOVERNMENT ONLY)		-none-
SAM Registration (screenshot of SAM with Expiration Date)	Required	This list will be updated when the page is refreshed.
501(c)(3) determination letter (If Government agency, provide proof of Federal TIN)	Required	This list will be updated when the page is refreshed.
Current W-9	Required	This list will be updated when the page is refreshed.
Certificate of Equivalent Service and Assessment (if requesting non-accessible vehicles)		-none-

* ZoomGrants™ is not responsible for the content of uploaded documents.

Submit Pre-Application

This Pre-Application section must be submitted and Approved by the Administrator (not ZoomGrants) before you can fill out the rest of the application. Click the Submit Pre-Application button at the top or bottom of this tab to submit this section to be reviewed.

Application ID: 514080

ZoomGrants Application ID: 514080
 Follow us on Facebook
 Follow us on Twitter
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https://www.zoomgrants.com/gprop2.asp?display=christyuta@gmail.com&donorid=2329&rf...

41

If you are missing fields/boxes it will tell you at the top. Make sure you added zeros to all the boxes. If you did, and it is not acknowledging it, you may need to refresh the page and try again. Sometimes Zoomgrants needs to be refreshed often, especially if you have a large agency with multiple grants and many collaborators. If you still have issues please email Questions@zoomgrants.com for technical support.

Application Form | SAM.gov | Gemini

Submit Pre-Application

Some fields are missing answers:

- Pre-Application Question 9
- Pre-Application Question 10
- Required Documents Requested

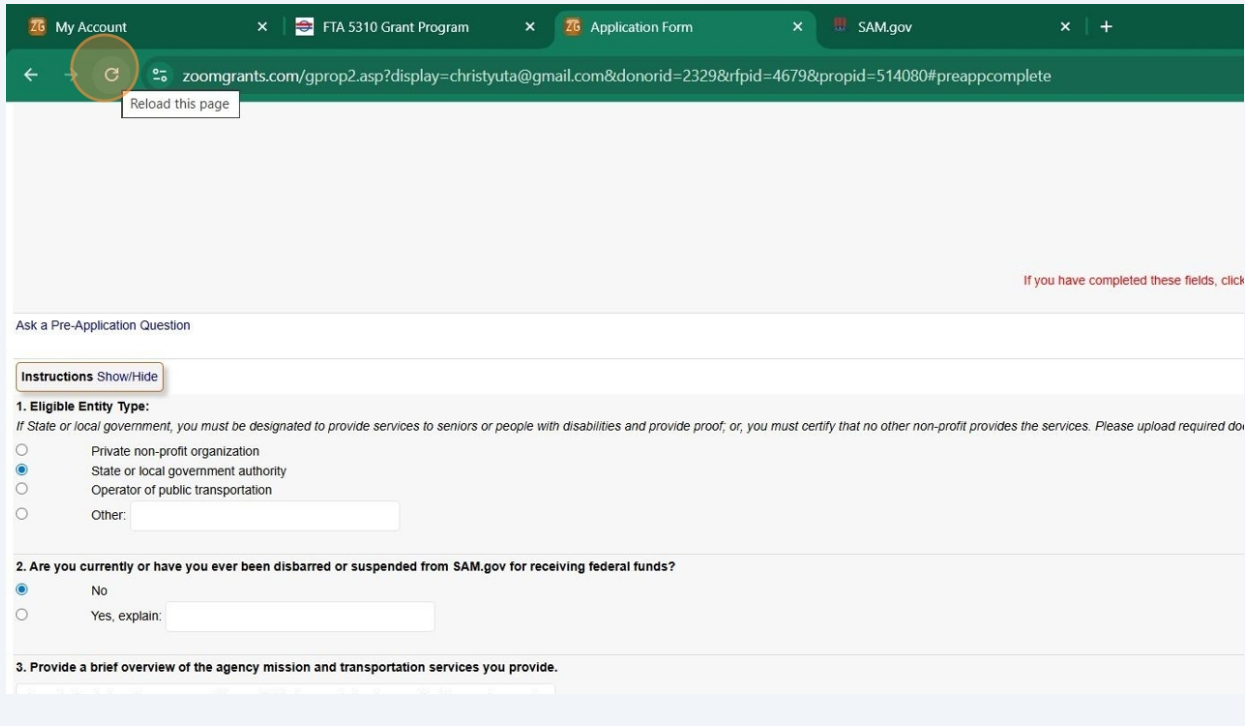
If you have completed these fields, click Refresh Page above (we will re-check all of your answers) and then Submit again.

people with disabilities and provide proof, or, you must certify that no other non-profit provides the services. Please upload required documentation as applicable

for receiving federal funds?

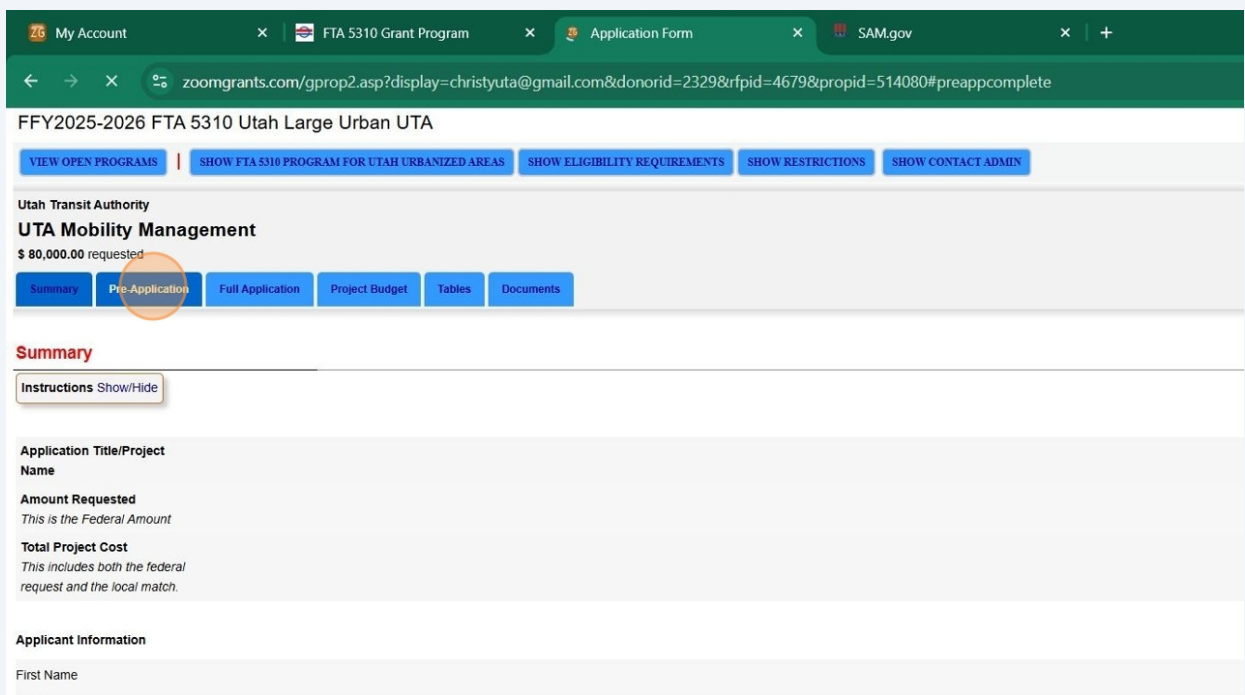
u provide.

42 Click "Reload"



The screenshot shows a web browser with four tabs: 'My Account', 'FTA 5310 Grant Program', 'Application Form', and 'SAM.gov'. The address bar shows the URL: zoomgrants.com/gprop2.asp?display=christyuta@gmail.com&donorid=23298&rfpid=4679&propid=514080#preappcomplete. A red circle highlights the refresh icon in the browser's navigation bar, with a tooltip that reads 'Reload this page'. Below the browser, the page content is mostly blank, with a red text prompt on the right: 'If you have completed these fields, click'. Further down, there is a section titled 'Ask a Pre-Application Question' with an 'Instructions Show/Hide' button. The first question is '1. Eligible Entity Type:' with instructions: 'If State or local government, you must be designated to provide services to seniors or people with disabilities and provide proof; or, you must certify that no other non-profit provides the services. Please upload required do'. The options are: 'Private non-profit organization', 'State or local government authority' (selected), 'Operator of public transportation', and 'Other:'. The second question is '2. Are you currently or have you ever been disbarred or suspended from SAM.gov for receiving federal funds?' with options 'No' (selected) and 'Yes, explain:'. The third question is '3. Provide a brief overview of the agency mission and transportation services you provide.'

43 Click "Pre-Application"



The screenshot shows the same web browser as in step 42. The page content is now visible. At the top, it says 'FFY2025-2026 FTA 5310 Utah Large Urban UTA'. Below this are five blue buttons: 'VIEW OPEN PROGRAMS', 'SHOW FTA 5310 PROGRAM FOR UTAH URBANIZED AREAS', 'SHOW ELIGIBILITY REQUIREMENTS', 'SHOW RESTRICTIONS', and 'SHOW CONTACT ADMIN'. The main heading is 'Utah Transit Authority UTA Mobility Management' with '\$ 80,000.00 requested'. Below this is a row of buttons: 'Summary', 'Pre-Application' (highlighted with a red circle), 'Full Application', 'Project Budget', 'Tables', and 'Documents'. A 'Summary' section follows with an 'Instructions Show/Hide' button. The summary includes: 'Application Title/Project Name', 'Amount Requested' (with subtext 'This is the Federal Amount'), 'Total Project Cost' (with subtext 'This includes both the federal request and the local match.'), and 'Applicant Information' with a 'First Name' field.

44 Click "Submit Pre-Application"

Organization (government agency) or contractor (government entity)		-none-
SAM Registration (screenshot of SAM with Expiration Date)	Required	UTA SAM REG
501(c)(3) determination letter (If Government agency, provide proof of Federal TIN)	Required	DOCUMENT
Current W-9	Required	DOCUMENT
Certificate of Equivalent Service and Assessment (if requesting non-accessible vehicles)		-none-

* ZoomGrants™ is not responsible for the content of uploaded documents.

[Submit Pre-Application](#)

This Pre-Application section must be submitted and Approved by the Administrator (not ZoomGrants) before you can fill out the rest of the application. Click the Submit Pre-Application button at the top or bottom of this tab to submit this section to be reviewed.

Application ID: 514080

45 Click "click here"

Application Form | SAM.gov | Gemini

uta@gmail.com&donorid=2329&rfid=4679&propid=514080#preappcomplete

(answers are saved automatically when you move to another field)

Undecided /Not Submitted
 Pre-Application deadline: 1/18/2026
 Your Pre-Application has been submitted.
 You can [click here](#) to reload the page and verify the submission timestamp.
 Please make sure the Summary tab is complete with all of your contact information.
 An email will be sent when a decision has been reached. Be sure to check your Spam Inbox, or log in here periodically to find out if your Pre-Application has been approved.

people with disabilities and provide proof; or, you must certify that no other non-profit provides the services. Please upload required documentation as applicable

iv for receiving federal funds?

46

Click "Undecided Pre-Application submitted 12/30/2025 8:03:58 AM"

The screenshot shows a web browser window with two tabs: "Application Form" and "SAM.gov". The address bar contains "saml=y". The page content includes a "Documents" section, a note "(answers are saved automatically when you move to another field)", and a status indicator "Undecided" with the text "Pre-Application submitted 12/30/2025 8:03:58 AM". Below this, there is a question: "people with disabilities and provide proof; or, you must certify that no other non-profit provides the services. Please upload required documentation as applicable". At the bottom, a question is partially visible: "or for receiving federal funds?".

47

After refreshing, double check there is a timestamp that shows your pre-application was submitted. You will not have access to the full application UNTIL your pre-application is approved by the 5310 Grant Administrator. If your pre-application is not approved, we will reach out to you and let you know what eligibility requirements your agency did not meet.

The screenshot shows a web application interface with a dark green header bar containing navigation icons (search, star, refresh, print, download, user profile) and a menu icon. Below the header, there is a light gray bar with the text "Delete / Archive this Application" and a "Documents" button. The main content area is white and contains several sections: a horizontal line with the text "(answers are saved automatically when you move to another field)", a status indicator "Undecided" in red, a blue box with the text "Pre-Application submitted" and a timestamp "12/30/2025 8:03:58 AM", an orange circle, and a paragraph of text: "people with disabilities and provide proof; or, you must certify that no other non-profit provides the services. Please upload required documentation as applicable". Below this, there is a section titled "Are you receiving federal funds?" and another section titled "What you provide." with a small input field.