

UTAH DEVELOPMENTAL DISABILITIES COUNCIL (UDDC)

REQUEST FOR PROPOSALS & SCOPE OF WORK

Accessible and Affordable Community Transportation Project

Funding Limit: Up to \$50,000 per grant year

Purpose

The purpose of this grant is to increase transportation options for people with developmental disabilities in all Utah counties by engaging transportation entities in each county to offer economical and accessible services

Definitions

1. **Affordable transportation** means public transit that is sufficiently economical for people to commute to work, school, and to essential services without them having to spend more than 20% of their household budget on travel expenses.
2. **A Developmental Disability** means a severe, chronic disability of an individual that:
 - (i) is attributable to a mental or physical impairment or a combination of mental and physical impairments;
 - (ii) manifests before the individual attains the age of 22;
 - (iii) is likely to continue indefinitely;
 - (iv) results in substantial functional limitations in three or more of the following areas of major life activity:
 - (I) Self-care;
 - (II) Receptive and expressive language;
 - (III) Learning;
 - (IV) Mobility;
 - (V) Self-direction;
 - (VI) Capacity for independent living;
 - (VII) Economic self-sufficiency.
 - (v) reflects the individual's need for a combination and sequence of special, interdisciplinary, or generic services, individualized support, or other forms of assistance that are of lifelong or of extended duration and are individually planned and coordinated.

Scope of Work

Grantees are required to:

1. Develop activities or strategies to identify and support at least three counties in making their transportation services, resources, and opportunities more available to people with developmental disabilities;
2. Improve coordination of services to increase capacity and improve systems to benefit people with developmental disabilities;
3. Improve citizen participation in transportation related issues; and
4. Decrease barriers to the access and use of transportation services.

Expected Outcomes

1. Improved awareness and inclusive practices within an identified community.
2. Coordination with additional community groups and organizations that focus on community access.
3. Increased participation by citizens regarding transportation-related issues;
4. Identify new resources and opportunities to support individuals with developmental disabilities and their families; and
5. Identify gaps or lack of needed resources, support, and duplicative services.

Deliverables. The Contractor shall:

1. Engage with transportation entities in at least six counties to reduce barriers to transportation services, resources, and opportunities for people with developmental disabilities to use transportation services.
2. Support at least five individuals with developmental disabilities or their family members to participate in community organization or coalition.
3. Develop a toolkit for communities to increase capacity in transportation-related services.
4. Create or change at least one policy, procedure, or practice that serves the scope of work.
5. Educate at least 20 people about transportation-related issues that will advance that and achieve the purpose and intended outcomes of this scope of work.

Other Requirements

1. The Contractor shall provide quarterly reports to UDDC for the duration of contract, due: January 31st, April 30th, June 30th, and September 30th.
2. UDDC shall provide the Contractor with a consumer satisfaction survey. Contractor shall incorporate UDDC's required survey metrics into its analytical gathering.
3. The Contractor shall use documentation and records management methods that adhere to federal guidelines established in 2 CFR Part 200 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards".
4. The Contractor shall submit a final report summarizing the project data that includes:

- A process for identifying selected counties;
- A detailed description of engagements with transportation entities to reduce barriers to transportation services, resources, and opportunities for people with developmental disabilities in at least six counties.;
- The number of people participating and their role, including names and contact information;
- Toolkit contents;
- A detailed description of the policy, procedure, or practice created or changed;

Grant recipients must provide the UDDC with copies of all materials developed in conjunction with this project (whether explicitly stated or not) e.g., policies, procedures, and lessons learned.

All grantee products **MUST** include the following disclaimer on the first page or preface of all documents and webpages produced, all or in part, with this funding. Council staff shall provide a grant number upon award.

This work is supported by the Utah Developmental Disabilities Council, in part by grant number 90XX#####, from the U.S. Administration for Community Living, Department of Health and Human Services, Washington, D.C. 20201. Grantees undertaking projects with government sponsorship are encouraged to freely express their findings and conclusions. Points of view or opinions do not, therefore, necessarily represent official ACL policy.

What Proposals Must Include

To request funding, applications must include the following information:

I. General Information

1. Organization's name, address, and contact information;
2. Organization description;
 - a) Explanation of organization's mission and goals;
 - b) A brief organizational history, including experience working with people with developmental disabilities, if applicable;
3. Project description, including planned activities, and a plan for continuous improvement, community outreach, and evaluation;
4. A budget summary to include the following information:

- a) Subject matter expert fees;
- b) Transportation/travel costs;
- c) Personnel and administrative costs;
- d) Specialized equipment costs;
- e) A brief explanation and justification for each expense, including the total was arrived at.

II. Supporting Documentation

1. Resume of the lead staff responsible for this grant and an explanation as to why this person was selected.
2. Resume and a signed letter of intent from any consultant(s) who will be involved in this grant, if identified. Grantees are responsible for providing credentials and experience to all consultants, including technical assistance providers.

III. Proposal Formatting and Other Requirements

1. Proposals may not exceed 10 pages, not including the supporting documents in Section II.
2. Applications must be legible with the documents and information easy to locate. Each page must be numbered consecutively at the bottom.
3. Use font point size 12 or larger.
4. Applicants may submit cover letters, descriptive material, or any other attachment, not to exceed four pages. (This is optional and not a requirement).

Fund Availability

This request offers up to \$50,000 per grant year.

1. One grant will be awarded to the highest scoring application.
2. Each year the budget will be reviewed and adjusted based on grant performance and funding availability.
3. Unused funds will not roll over into future grant years.
4. All funding is subject to the availability of funds.

Matching Funds

A non-federal match is required for this grant. Twenty-five percent (25%) of the total cost of the project (not of grant funds requested) is required. Matching funds may include

in-kind support or other non-federal sources. Any in-kind support used as a match must have a value directly related to the grant.

Proposal Deadline

To be considered, proposals MUST be received by Friday, September 25th, 2026, at 5:00 p.m. (MST).

Email applications to Rickie Crandall, rcrandall@utah.gov.

Important Note: Receipt of all applications will be acknowledged by email no later than Wednesday, September 30th, 2026, at 5:00 pm.

****Questions regarding this proposal should be directed to Rickie Crandall:**
rcrandall@utah.gov or 385.408.6691