

# LYNX SECTION 5310

# Fiscal Year 2024-2025 GRANT MANUAL

Central Florida Regional Transportation Authority



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## Introduction and Contact Information

This application manual pertains to applications for Federal assistance under U.S.C. Section 5310, Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program, as administered by the Central Florida Regional Transportation Authority (dba LYNX). It contains program information, application forms, exhibits, and instructions.

This announcement is available on the LYNX website at: [www.golynx.com](http://www.golynx.com) (search keyword: 5310). LYNX will respond to any questions by posting to the LYNX website the questions and responses so that all applicants can benefit from any additional information.

Comments or questions related to the 5310 program or the application process may be sent to: [BGarces@golynx.com](mailto:BGarces@golynx.com) with the message heading “LYNX 5310 Comments/Questions”. The deadline for submittal of questions related to the solicitation must be received by 5:00 p.m. on **Friday, August 4, 2023**.

Applications are due by **Friday, August 25, 2023, at 5:00 p.m.** In order to apply, a **Secured Portal link MUST BE REQUESTED by Friday, August 18, 2023** from Brenda I Garcés at [BGarces@golynx.com](mailto:BGarces@golynx.com). All application documents must be uploaded to the link by August 25, 2023. **The link will expire at 5:01 p.m. on August 25, 2023.**

## Grant Timeline

<b>2024/25 Orlando and Kissimmee Urbanized Area Grant Timeline</b>	
<b>TASK</b>	<b>DATE</b>
Applications are published	Friday, July 21, 2023
<b>LYNX Grant Webinar</b>	Friday, July 21, 2023 Presentation: 10:00am-11:00am
Application Assistance/Community Transportation Coordination (CTC) Contract or Letter of Intent	July 24, 2023 to August 4, 2023
Secured Portal Request Deadline: <b>Applicants must request a Secured Portal link from <a href="mailto:BGarces@golynx.com">BGarces@golynx.com</a> to upload their application documents. Hard copies and e-mails will not be accepted.</b>	Friday, August 18, 2023 <u>Failure to request a Secured Portal link by this date will result in the inability to apply.</u>
Application Deadline <b>Upload all documents to the Secured Portal link by this date. The link will expire on Friday, August 25, 2023 at 5:01pm and additional documents will not be allowed for upload at that time.</b>	Friday, August 25, 2023 @ 5:00pm <u>Late applications will not be accepted</u>
Cone of Silence	Application Deadline to Board Approval
Application Evaluations	August 28, 2023 to September 29, 2023
Notification Letters Sent	Winter 2023
LYNX Board of Directors Final Award Recommendations Approval	Winter 2023
Pre-Award Meetings and Site Visits	January-May 2024
Subrecipient Agreement and Notice to Proceed Issued	Summer 2024
Vehicle Delivery	TBD based on vehicle availability

## Summary of Section 5310 Grant Program

The Central Florida Regional Transportation Authority (CFRTA) d/b/a as LYNX is pleased to announce the availability of funds for eligible applicants for the Fiscal Year (FY) 2024-2025 Federal Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program. This program is funded in part by the Federal Transit Administration (FTA) as authorized under 49 U.S.C. 5310 (CFDA 20.521).

The goal of the Federal Transit Administration (FTA)'s Section 5310 program is to improve mobility for seniors and individuals with disabilities throughout the country by removing barriers to transportation services and expanding the transportation mobility options available. Under Moving Ahead for Progress in the 21st Century Act (*MAP-21 - continues under the Infrastructure Investment and Jobs Act aka "IIJ" Act*), the Section 5310 program apportions funds among large urbanized areas (UZAs), small UZAs and rural areas, based on the population of seniors and individuals with disabilities in each area. Federal guidelines now allow large Urbanized Areas (UZAs), with populations over 200,000, to directly administer Section 5310 funds.

LYNX is the designated recipient of Section 5310 program funds for the Orlando and Kissimmee urbanized areas, while the Florida Department of Transportation (FDOT) administers the rural funding. As the designated recipient, LYNX is responsible for conducting an area-wide competitive selection process for the program. In addition, LYNX serves as the Community Transportation Coordinator (CTC) for Orange, Osceola, and Seminole counties. This dual role affords LYNX insight as to how best utilize the funding made available by the Federal Transit Administration (FTA) to meet the purpose of the 5310 program.

The Section 5310 grant program makes funding available for capital and operating expenses to support the provision of transportation services to meet the specific needs of seniors (aged 65 and over) and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate. Please note, "it is not sufficient that seniors and individuals with disabilities are merely included (or assumed to be included) among the people who will benefit from the project" (FTA C 9070.1G, pg. III-9). The current application cycle will fund eligible projects that best achieve program goals and meet program requirements as detailed in the FY 2024-2025 5310 Grant Manual and Solicitation Package. The solicitation is a competitive selection process that will result in the award of available federal 5310 funds. Approved awards will be authorized by way of fully executed subrecipient agreements by/between successful applicants and LYNX.

This application is open to funding projects for **one year**. LYNX reserves the right to award contingency projects, based on the submitted applications.

Federal guidelines require that all eligible subrecipients applying under the Section 5310 program must be included in the area's coordinated plan.

## Eligibility for Section 5310 Program

### *Eligibility for the FTA Section 5310 Program*

A list of the FTA eligible projects can be found in the FTA Circular 9070.IG; available for download at [http://www.fta.dot.gov/documents/C9070\\_IG\\_FINAL\\_circular\\_4-20-15\(1\).pdf](http://www.fta.dot.gov/documents/C9070_IG_FINAL_circular_4-20-15(1).pdf)

### *Threshold Criteria*

Threshold criteria are the minimum legal eligibility requirements. Applications must be for eligible services, eligible service areas, eligible recipients, eligible expenses, and provide evidence of local matching funds. Applicants must also ensure compliance with a number of other conditions placed on recipients of grants including, but not limited to, coordination of transit services, civil rights preservation, vehicle maintenance requirements, compliance with safety and drug free work place regulations, competitive procurement of goods and services bought with grant funds, Americans with Disabilities Act and references to the Federal Transit Administration's Master Agreement ([FTA Master Agreement \(version 30, November 2, 2022\) \(dot.gov\)](#)).

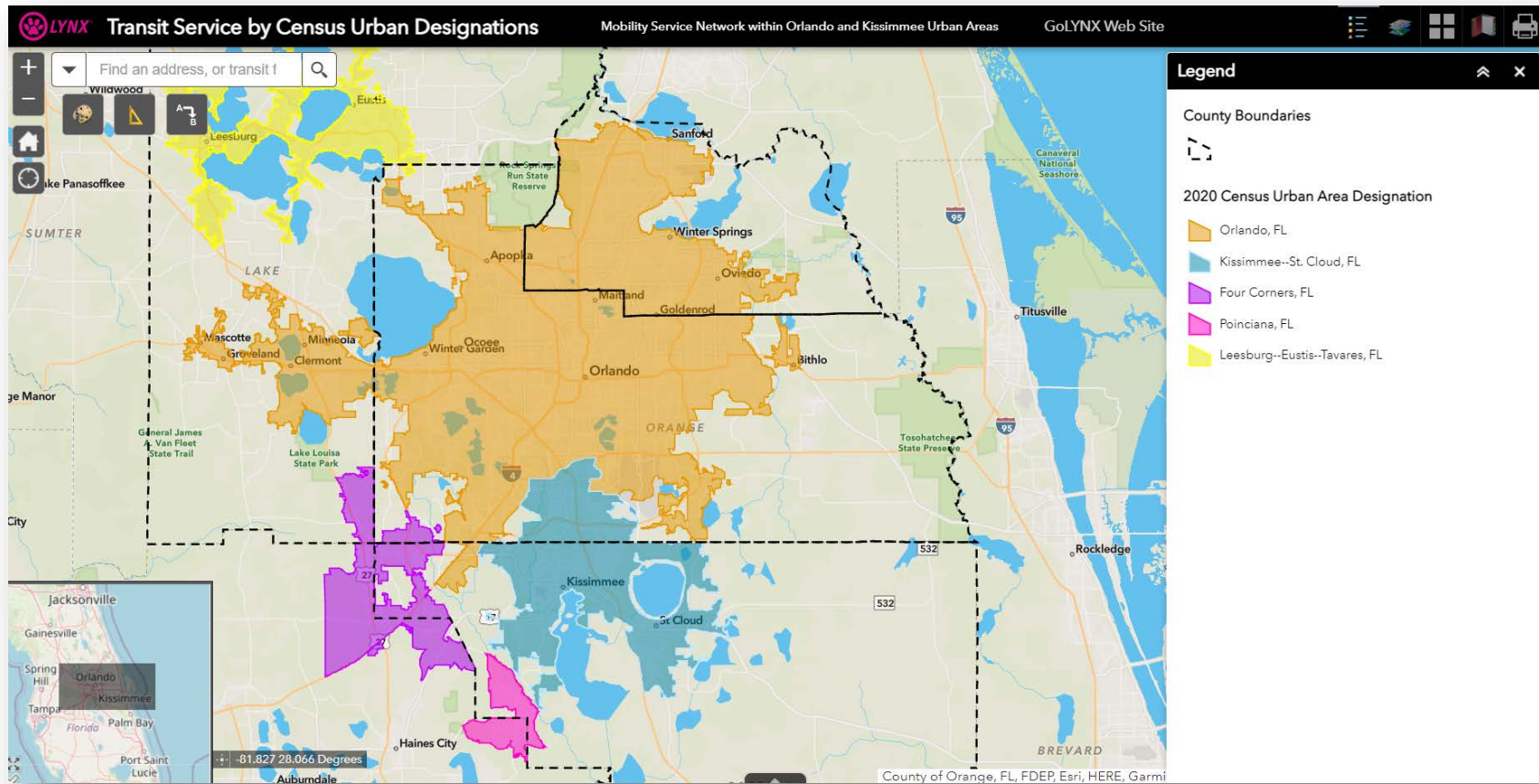
## **LYNX Section 5310 Competitive Grant Eligible Subrecipient Projects for Fiscal Year 2024-2025**

- **Vanpool Vehicle Lease:** Lease available Vanpool vehicle(s) including maintenance, roadside assistance, and insurance
- **Operating:** Funds to support operations directly associated with the provision of transportation services for elderly and/or disabled persons
  - If also applying for vanpool vehicles, these operating dollars could cover driver wages, vehicle fuel, and administrative pay tied directly to scheduling/dispatching of trips and required program reporting/inspections
  - If not utilizing vanpool vehicles, operating dollars could cover the above, as well as insurance and maintenance of vehicles used for transportation elderly and/or disabled persons
- **Retired Vehicle Transfer:** Transfer of retired LYNX vehicles (100,000 + mileage) based on availability

## Urbanized Areas Boundary Maps

### Urbanized Orlando and Kissimmee Map

Please see following map for an overview of the Orlando and Kissimmee Urbanized areas. The map can also be found on the LYNX interactive map website at: <http://lynx.maps.arcgis.com/apps/webappviewer/index.html?id=90bfdab26dc2438a93ea0b751394a851>



## **FY2024-25 Program Goals and Priorities**

The goal of the Section 5310 program is to improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding the transportation mobility options available. Toward this goal, FTA provides financial assistance for transportation services planned, designed, and carried out to meet the special transportation needs of seniors and individuals with disabilities. The program requires coordination with other federally assisted programs and services in order to make the most efficient use of federal resources.

### *Vanpool Request*

Vanpool vehicles managed by LYNX, under contract with Enterprise Rideshare, are the highest priority for this application process. Vanpools awarded under the 5310 program will provide funding for both replacement and expansion requirements. The innovative vanpool program allows the availability of capital combined with maintenance and insurance expenses, as part of the 5310 funding award. The “Traditional” capital vehicle grant application is consistent with previous Section 5310 and the availability of maintenance and insurance eligibility provides for the operating component.

LYNX will be purchasing vanpool vehicles through the LYNX procurement process. As such, vanpool vehicles selected for awards and vehicle acquisitions will be based on requirements established during the application process. Subrecipients receiving awards will work with LYNX for any special vehicle requirements identified in the application.

All other requests will be of lower priority and depend on rating. Additional LYNX priorities are as follows:

- Maximize transportation resources to safely and efficiently transport the Urbanized Orlando and Kissimmee seniors and individuals with disabilities, by leveraging available techniques, tools, and technologies.
- Increase the mobility options for seniors and persons with disabilities across the urbanized portions of the LYNX service area, in a fiscally sustainable manner.
- Continue to provide for the special needs of elderly and persons with disabilities for whom transportation services are unavailable, insufficient or inappropriate.

### *Operating Request*

Agencies may submit for operating assistance for existing or new transportation programs directed at enhancing the mobility options of the elderly and persons with disabilities and meeting the goals outlined in this manual. Agencies will be responsible for complying with all applicable federal regulations in accordance with the Section 5310 program. A reimbursable match of 50% max is available for operating requests.



### *Retired Vehicle Transfer Request*

For those agencies/organizations with well-established vehicle maintenance and operating programs, and that prefer to own the vehicles they operate, LYNX may have a limited number of retired vehicles (100,000 + mileage) available to transfer to a subrecipient for the provision of transportation services to elderly and/or disabled persons.

- The subrecipient will have to maintain and operate the vehicle(s) for one year after the vehicle is transferred. Reporting will be required during this period.
- Vehicle transfers will be **based on availability** from LYNX annual retirements.
- Applicants should indicate within the Proposed Project Description section of the grant application if they are requesting transfer vehicles, the rationale for this request, and how it will fit within the 5310 funding guidelines.
- Vehicles to be replaced by a transfer vehicle should be highlighted in yellow on the Vehicle Inventory attachment.

### *Funding and Matching Requirements*

The Section 5310 vanpool and operating awards will be funded 50% federal and 50% local match. The Section 5310 federal share of eligible expenses may not exceed 50%. Some combination of state, local, or private funding sources must be identified and committed to provide the required non-federal share. The non-federal share must be cash. Funds may be local, private, state, or (up to one half) unrestricted Federal funds. Funds may not include any borrowed against the value of capital equipment funded in whole or in part by State and/or Federal sources.

The Section 5310 Program permits up to one half of the required match to be derived from other unrestricted Federal funds. Federal funds are unrestricted when a Federal agency permits its funds to match Section 5310. Essentially, all Federal Social Service Programs using transit services are unrestricted; other USDOT Programs are not.

Contract revenue from the provision of transportation services to social service agencies may also be used as local match. The costs associated with providing the contract revenue service must be included in the project budget if using contract revenue as match.

Any funds committed as match to another Federal program may not be used to match Section 5310 funds.

## Application and Project Selection Process

LYNX is responsible for conducting an area-wide competitive selection process for the program. LYNX will solicit for applications to the Section 5310 program biennially. Project funding will be determined by a regional competitive selection process coordinated by LYNX, as the CTC, and a local Evaluation Committee. The Evaluation Committee is made up of individuals that represent the interests of the elderly and persons with disabilities, as well as mobility across the region.

### *Application Process*

*All potential applicants for the Section 5310 grant program in the Orlando/Kissimmee UZA will be offered the following training and technical support.*

- **LYNX Grant Webinar**  
The LYNX Section 5310 Grant Webinar will be offered to all potential applicants applying in the UZA. The webinar for the FY2024-2025 funding cycle will be held on **Friday, July 21, 2023 from 10:00 a.m. to 11:00 a.m.** For webinar registration and information, please contact Brenda I Garcés, at (407) 254-6101. To request special accommodation at this meeting because of a disability or physical impairment should contact Benjamin Gonzalez at 2500 LYNX Lane, Orlando, FL 32804, or (407) 254-6038, or [BGonzalez@GoLYNX.com](mailto:BGonzalez@GoLYNX.com), not later than three (3) business days prior to the meeting. If hearing impaired, contact LYNX at (407) 423-0787 (TDD).
- **Application Questions**  
Potential applicants will have the opportunity to ask questions via email. All questions must be received no later than August 4, 2023 by 5:00pm. For questions, please contact Brenda I Garcés at [BGarces@golynx.com](mailto:BGarces@golynx.com).
- **CTC Requirement**  
A copy of the written coordination agreement between the applicant and the CTC in the appropriate service area should be identified as Attachment B and included in the application. If agency does not have a current Coordination Contract with the CTC, a letter of intent to do so is required in place of the contract. Grant awards will not be made available without an appropriate coordination agreement. To initiate the process, please contact Selita Stubbs at [SStubbs@golynx.com](mailto:SStubbs@golynx.com) or 407-254-6039.
- **Application Deadline**  
Applications are due by **Friday, August 25, 2023, at 5:00 p.m.** In order to apply, **a Secured Portal link MUST BE REQUESTED by Friday, August 18, 2023** from Brenda I Garcés at [BGarces@golynx.com](mailto:BGarces@golynx.com). All application documents must be uploaded to the link by August 25, 2023. The link will expire at 5:01 p.m. on August 25, 2023.

**Please note: Late applications will not be accepted**

## *Application Information*

1. Fill out the application in its entirety. Additional information will not be solicited from the applicant.
2. Make sure that the figures and statistics used throughout the application are consistent.
3. Make sure that your application submission includes all items listed on the checklist (*including the checklist itself*).
4. There are nine (9) excel worksheets that need to be submitted with your application. The files are restricted to allow you to only input certain fields.
  - Form 1: Annual Operating Data (Excel Worksheet)
    - i. Sections 1 to 5
  - Form 2: Funding Request (Excel Worksheet)
  - Form 3: Local Match Requirement (Excel Worksheet)
  - Form 4: Fact Sheet (Excel Worksheet)
  - Form 5: Vehicle Inventory (Excel Worksheet)

## ***Minimum Application Standards for Funding Consideration***

All applications must meet the following minimum standards to be eligible to be reviewed by the Evaluation Committee. Any failure to meet the conditions listed below, will remove the application from funding considerations.

- Was the grant application received by LYNX prior to the deadline?
- Does the agency maintain active SAM.gov registration? Has the agency been disbarred?
- Has the agency provided the correct UEI number on its SF 424 Form?
- Has the agency submitted all required documents and forms listed on the checklist?
- Has the agency answered all of the applicable required questions?
- Signature pages within the application have been properly signed by the authorized individual?
- Has the Board Resolution been signed by an authorized individual?

## *Project Selection Process*

*LYNX will provide a multi-agency evaluation committee access to the applications and the evaluation criteria online. It will be up to the evaluators to read the applications and score them accordingly.*

- Each application can receive a total of 100 base points. The evaluation committee has, six (6) areas to score:
  - 1) Required Documents (22 max points)
  - 2) Agency Information (2 max points)
  - 3) Current System Description (18 max points)
  - 4) Budget Considerations (25 max points)
  - 5) Proposed Project Description (28 max points)
  - 6) Overall Impression (5 max points)

Internal LYNX staff will be responsible for two rankings; Prior Subrecipient Risk Assessment and the application Fact Sheet.

- **Subrecipient Risk Assessment**  
Subrecipients will be rated low, medium or high risk based on numerical values of 1, 3, and 5 respectively for fourteen (14) questions. This information will contribute to final award amounts, but not overall rankings.
- **Fact Sheet**  
Numerical values will be given to each category on the Fact Sheet based on set formulas that will assess project efficiency and cost effectiveness.
- **Funding Request**  
The proposed budget for operating requests will be used for the disbursement of grant awards. It is important that the figures provided are auditable and true.

In late September, 2023 LYNX staff will meet with the 5310-application evaluation committee to review applications, tabulate scores, and create preliminary project rankings.

## Evaluation Criteria

The evaluation criteria are based on the submission of clear, complete, and correct applications. The omission of any required elements will result in the application being disqualified.

<i>Required Documents (22 points max)</i>	
Is each required document included in the application and in the correct order or is a document incomplete?	1 Point for Complete Document  0.5 Points for Incomplete Document
<i>Agency Information (2 points max)</i>	
<b>If any questions/answers were omitted = Disqualification</b>	
Type of Applicant: New or Existing	2 Points for Complete Section  1 Point for Incomplete Section
Have you had a Section 5310 project funded by LYNX? If yes, briefly describe your previously funded Section 5310 project and summarize project outcomes for the clients/populations served by your agency	
Have you had a Section 5310 project funded by the Florida Department of Transportation (FDOT)? If yes, briefly describe your previous Section 5310 project funded by FDOT	
Did your agency receive \$750,000 in Federal Funds last fiscal year	
Did your agency receive federal assistance funds under 49 U.S.C. §§ 5307, 5309, or 5311? If yes, briefly describe your previously funded Section 5307, 5309, or 5311 projects.	
Does the subrecipient have or previously had any lawsuit(s) filed against them	
Does the subrecipient have a financial management system in place to track and record program expenditures (Examples: QuickBooks, Visual Bookkeeper, Peachtree, or a Customer Proprietary System)	
<i>Current System Description (18 points max)</i>	
<b>If any questions/answers were omitted = Disqualification</b>	
An overview of the organization including its mission, program goals, and how transportation fits into the overall organization's mission	3 points max
Organizational structure, type of operation, number of employees, and other pertinent organizational information	4 points max
Breakdown of transportation related employees (drivers, schedulers, dispatchers, etc.)	2 points max
Does your agency require CDL certifications, etc.	.5 points max
Who is responsible for insurance, training and management, and administration of the agency's transportation programs	4 points max
Who provides maintenance of the vehicles	1 point max
A detailed description of service routes/areas and ridership numbers	3 points max
Does your agency provide non-urbanized transportation services	.5 points max

<i>Budget Considerations (25 points max)</i>	
Are they applying for the Vanpool (identified as a program priority)	10 points
Are they applying for Operating (identified as a secondary program priority)	7.5 points
Are they applying for Operating and Vanpool	5 points
Thorough explanation of Budget Considerations Question 1 in the application	4 points max
Is the math correct and all information in the Budget completed	4 points max
Is the Urbanized Cost Per Trip calculated in the Fact Sheet cost effective	5 points max
Is the availability of a Local Match Demonstrated	2 points max
<i>Proposed Project Description (28 points max)</i>	
<b>If any questions/answers were omitted = Disqualification</b>	
Will the project maintain existing services, expand existing services, or provide a new service	4 points max
How will the project meet the purpose of the 5310 program, as outlined in the Application Manual	5 points max
Is your agency coordinating with other federally assisted programs and services	1 point max
How does the proposed project fit into the coordinated transportation system in the LYNX service area	2 points max
Please explain the geographic location of your proposed service area. Will the service operate entirely within the urbanized areas of Orlando and/or Kissimmee, or will some of the services span both urban and non-urbanized areas	5 points max
What priorities does the project address in the LYNX TDSP? A) Are unmet needs or gaps (temporal or geographic) addressed by this project? Which? Please cite the pages and specific references from the TDSP for support	3 points max
If this project helps realize service (operational) efficiencies what are those efficiencies? How does the project help realize those efficiencies	2 points max
What population(s) will the project serve (elderly, disabled, other transportation disadvantaged groups, general population)	2 points max
How does the project provide a service that the CTC cannot, or at a more efficient rate than the CTC	2 points max
Will the project be sustainable after initial award, or is it only feasible to provide the service(s) with the support of these funds	2 points max
<i>Overall Impression (5 points max)</i>	
Using your professional experience, knowledge and insight, please evaluate the overall application package. Please be sure to take into account grammar, mathematical calculations, system efficiencies, and alignment with 5310 priorities.	5 points max
<b>Total Base Points Possible is 100</b>	

## Final Selection

### *Approval Process*

The recommended list of projects to be funded will be submitted to the LYNX Board of Directors for final approval. Any projects that are denied or funded conditionally are given an opportunity to solicit feedback from LYNX and/or utilize the appeal process. Agencies or projects that do not meet federal eligibility requirements will not be approved for funding. LYNX forwards the prioritized program of projects to the FTA for final approval.

### Availability of Funds

Subrecipients will be required to invoice LYNX on a monthly basis. As funds are reimbursed, submitted invoices will be for the previous month's activities. For example, activities and expenses for June will be submitted for reimbursement in July. The subrecipient shall only be eligible to seek reimbursement for funds after the Subrecipient Agreement has been executed. The process from the notification of the pre-award site visits to the execution of the agreement can take several months, therefore subrecipients should plan accordingly.

Additionally, vehicles awarded to a subrecipient through the vanpool program may not be available at the time of the site visits. Due to vehicle build cycle, receipt of vehicles may take up to 9 months.

### *Appeal Process*

Applicants will be given the opportunity to appeal the final funding recommendations and must use the following process to be recognized as a valid appeal. The letter of appeal must clearly identify the applicant, contact person, address, phone number, email address, project description and grounds for appeal. The request for appeal must be submitted and received within 14 calendar days after the postmarked date of decline notice. The appeal will be reviewed by the 5310 program staff at LYNX. Letters must be sent via email to Brenda I Garcés at [BGarces@golynx.com](mailto:BGarces@golynx.com).

## Project Management and Expending Funds

### *Obligation of Grant Funds and Reimbursement of Project Costs*

Once the Subrecipient Agreement is executed, funds are available to cover costs incurred for eligible project purposes. Because FTA funds projects on a reimbursement basis, subrecipients must ensure they have adequate cash flow to cover planned project expenditures.

### *Legal Authority and Fiscal & Managerial Capacity*

Section 5310 applicants must have the legal authority and fiscal/managerial capability to apply for Federal assistance. Applicants are required to have sufficient local funds for match requirements and for maintenance and operation of vehicles/equipment. Failure to properly manage, maintain, and operate vehicles/equipment could jeopardize existing and future grants and may result in the removal of vehicles/equipment.

### *Americans with Disabilities Act (ADA)*

Applicants shall comply with the Americans with Disabilities Act, (ADA) of 1990, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; U. S. DOT regulations, Transportation Services for Individuals with Disabilities (ADA)" at 49 CFR Part 37; and FTA regulations, Transportation for Elderly and Handicapped Persons, 49 CFR Part 609.

According to Circular 9070.iG providers of demand responsive service must utilize accessible vehicles, as defined at 49 CFR 37.7 or meet the applicable equivalent service standard. For private and public entities, the service must be equivalent in regard to schedules, response times, geographic areas of service, hours and days of service, availability of information, reservations capability, constraints on capacity or service availability, and restrictions based on trip purpose. If a subrecipient does not have wheelchair accessible vehicles available, a Certificate of Equivalent Service **must** be on file with LYNX at time of application.



## Requirements

LYNX as the Designated Recipient for the Section 5310 Orlando/Kissimmee UZA ensures applicants meet all requirements. The applicant must be prepared to meet all applicable Federal, State, and Local requirements in the areas including, but not limited to Legal, Financial, Vehicles, Maintenance, Training, Procurement, Civil Rights, Title VI, Limited English Proficiency, Disadvantaged Business Enterprise, Americans with Disabilities Act, Equal Employment Opportunity, Asset Management, Debarment and Suspension, Lobbying, Safety and Security.

### *Participation in Regional Coordination Efforts*

Amendments under MAP-21/IIJ Act requires that projects selected for funding under Section 5310 program be “included in a locally developed, coordinated public transit-human services transportation plan” and that the plan be “developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers and to members of the public.” Projects may be identified as strategies, activities, and/or specific projects addressing an identified service gap or transportation coordination objective articulated and prioritized with the plans.

All agencies applying for Section 5310 funds will be required to participate in the planning process and support the coordination strategies adopted for LYNX’s Human Services Coordinated Transportation Plan (HSCTP).

### *Vehicle Use*

Vehicles must be maintained and used for the intended purpose under which they are provided to sub-recipients. Maximum use of vehicles is encouraged, first for program related purposes, then other federal programs and project purposes.

### *Reporting Requirements*

All subrecipients will be required to submit monthly and quarterly progress reports including grant milestones, financial status, and program measures. Specific reporting requirements include:

- Monthly Operating Reports
- Monthly National Transit Database Reporting
- Monthly Invoicing
- Monthly Accruals Submission
- Quarterly Narrative Progress Reports
- Final Narrative Report

## *Subrecipient Reviews and Oversight*

### Record Keeping and Audits

Records must be maintained in an auditable manner during the period of contractual obligation to LYNX and the FTA for six years after the date of completion of the project and/or release of the lien or disposition date of the vehicle. The subrecipient should maintain records regarding vehicle trip logs as well as information on driver safety records and incidents, vehicle insurance, regular and major maintenance and repair, and operating budget(s). The subrecipient should also keep up-to-date records on such aspects as ADA and other Civil Rights program requirements.

### On Site Reviews / Virtual Reviews

On Site and/or Virtual Reviews will be conducted annually and will include an assessment of all applicable federal, state, and LYNX requirements. A subrecipient may be reviewed by LYNX, applicable federal agencies, or their designees without notice at any time during this period.

# SF-424 Sample

OMB Number: 4040-0004  
Expiration Date: 11/30/2025

Application for Federal Assistance SF-424		
<b>* 1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		
<b>* 2. Type of Application:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		
<b>* If Revision, select appropriate letter(s):</b> _____ <b>* Other (Specify):</b> _____		
<b>* 3. Date Received:</b> _____		<b>4. Applicant Identifier:</b> _____
<b>5a. Federal Entity Identifier:</b> _____		<b>5b. Federal Award Identifier:</b> _____
<b>State Use Only:</b>		
<b>6. Date Received by State:</b> _____		<b>7. State Application Identifier:</b> _____
<b>8. APPLICANT INFORMATION:</b>		
<b>* a. Legal Name:</b> _____		
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> _____		<b>* c. UEI:</b> _____
<b>d. Address:</b>		
<b>* Street1:</b> _____		
<b>Street2:</b> _____		
<b>* City:</b> _____		
<b>County/Parish:</b> _____		
<b>* State:</b> _____		
<b>Province:</b> _____		
<b>* Country:</b> USA: UNITED STATES		
<b>* Zip / Postal Code:</b> _____		
<b>e. Organizational Unit:</b>		
<b>Department Name:</b> _____		<b>Division Name:</b> _____
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
<b>Prefix:</b> _____		<b>* First Name:</b> _____
<b>Middle Name:</b> _____		
<b>* Last Name:</b> _____		
<b>Suffix:</b> _____		
<b>Title:</b> _____		
<b>Organizational Affiliation:</b> _____		
<b>* Telephone Number:</b> _____		<b>Fax Number:</b> _____
<b>* Email:</b> _____		

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

**11. Catalog of Federal Domestic Assistance Number:**

CFDA Title:

**\* 12. Funding Opportunity Number:**

\* Title:

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

\* a. Federal   
\* b. Applicant   
\* c. State   
\* d. Local   
\* e. Other   
\* f. Program Income   
\* g. TOTAL

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on .
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

**\*\* I AGREE**

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:   
Middle Name:   
\* Last Name:   
Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:  \* Date Signed:

## Appendix

### *Glossary*

**Community Transportation Coordinator (CTC)** - A transportation entity recommended by an MPO, or by the appropriate designated official planning agency, as provided for in Sections 427.015(1), Florida Statutes, in an area outside the purview of an MPO, to ensure that coordinated transportation services are provided to the transportation disadvantaged population in a designated service area.

**Disabled person** – See elderly individual and individual with disabilities.

**Elderly individual** – includes, at a minimum, all persons 65 years of age or older. Grantees may use a definition that extends eligibility for service to younger (e. g., 62 and older, 60 and over) persons.

**Individual with a disability** – means an individual who, because of illness, injury, age, congenital malfunction, or other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use effectively, without special facilities, planning or design, public transportation service or a public transportation facility.

**Locally developed, coordinated public transit-human services transportation plan** – means a plan that identifies the transportation needs of individuals with disabilities, older adults, and people with low incomes, provide strategies for meeting those local needs, and prioritizes transportation services for funding and implementation. Projects considered for Section 5310 funding must serve identified needs of the disabled population. A locally developed Transportation Disadvantages Services Plan (TDSP) will qualify in most instances. All stakeholders identified in the circular must be included in the development of the TDSP.

**Non-urbanized area** - The area outside of an urbanized area, as defined by the U.S. Bureau of the Census.

**One-way passenger trips** - A one-way passenger trip is defined as a unit of service provided each time a passenger enters the vehicle, is transported, then exits the vehicle [i.e. If a passenger travels from home to the doctor, then to a store, then home, the total number of one-way passenger trips would be three (3)]. This number should not include personal care attendants or escorts.

**Public transportation** – shared ride surface transportation services.

**Unduplicated passenger headcount** – This is the actual number of individual persons who took a trip during the reporting period, regardless of how many trips the person took.

**Unrestricted Federal funds** – funds received by Section 5310 applicants pursuant to service agreements with state or local social service agencies or private social service organizations, and used to match Section 5310 funds, even though the original source of such funds may have been another Federal program.

**Urbanized area** – means an area encompassing a population of not less than 50,000 people that has been defined and designated in the most recent decennial census as an “urbanized area” by the Secretary of Commerce. Small urbanized areas as used in the context of Federal Transit Administration formula grant programs are urbanized areas with a population of at least 50,000 but less than 200,000.

**Vehicle Hour** – the total time spent operating vehicles; including in between passenger trips, travel to initial pick-up and from final drop-off.

**Vehicle Mile** - the total miles traveled while operating vehicles; including in between passenger trips, travel to initial pick-up and from final drop-off.

**Vehicle Revenue Hour** - the hours that passenger cars travel while in revenue service; revenue service begins when a passengers enters the vehicle and ends when a passenger exits the vehicle.

**Vehicle Revenue Mile** - the miles that passenger cars travel while in revenue service; revenue service begins when a passenger enters the vehicle and ends when a passenger exits the vehicle.

## **LYNX Contacts**

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