



Central Florida Regional Transportation Authority dba LYNX

SECTION 5310

GRANT MANUAL

FISCAL YEAR 2025-2026

Enhanced Mobility of Seniors and Individuals with Disabilities

In accordance with 49 U.S.C. Section 5310 – Fast Act Section 3006

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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 provides comprehensive information about the 5310 Program, including its objectives, eligibility criteria, application forms, and detailed instructions for completing the application process.

Interested parties can access the application manual, along with related application documents and forms, through the LYNX website. The manual can be found by searching for the keyword "5310" on www.golynx.com.

Applicants are encouraged to review the manual thoroughly to understand the requirements and procedures for applying for federal assistance under Section 5310. This includes preparing necessary documentation and adhering to deadlines outlined in the manual.

If applicants have specific questions or require further guidance beyond what is provided in

the manual, they can refer to the posted Q&A section on the LYNX website or contact LYNX directly for assistance.

LYNX emphasizes transparency by ensuring that all questions from applicants and responses are posted on the website. This approach allows all potential applicants to benefit from additional clarifications and information provided during the application period.

Comments or questions related to the 5310 Program, or the application process may be sent to: 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, July 26, 2024**.

Applications are due by **Thursday, August 15, 2024, at 5:00 p.m.** In order to apply, a **Secured Portal link MUST BE REQUESTED by Thursday, August 8, 2024**, from Brenda Garces at BGarces@golynx.com.

All application documents must be uploaded to the link by August 15, 2024. **The link will expire at 5:00 p.m. on August 15, 2024.**

Grant Timeline

2025/26 Orlando and Kissimmee Urbanized Area Grant Timeline	
TASK	DATE
Applications are published	Thursday, July 11, 2024
LYNX Grant Webinar	Thursday, July 11, 2024 Presentation: 10:30am-11:30am
Application Assistance and Community Transportation Coordination (CTC) Meetings/Contract/Letter of Intent	July 15,2024 to July 26, 2024
Secured Portal Request Deadline: Applicants must request a Secured Portal link from BGarces@golynx.com to upload their application documents. Hard copies and e-mails will not be accepted.	Thursday, August 8, 2024 <u>Failure to request a Secured Portal link by this date will result in the inability to apply.</u>
Application Deadline Upload all documents to the Secured Portal link by this date. The link will expire on Thursday, August 15, 2024, at 5:00pm and additional documents will not be allowed for upload at that time.	Thursday, August 15, 2024 @ 5:00pm <u>Late applications will not be accepted</u>
Cone of Silence	Application Deadline to Board Approval
Application Evaluations	August 16, 2024, to September 27, 2024
Notification Letters Sent	Winter 2024
LYNX Board of Directors Final Award Recommendations Approval	Winter 2024
Pre-Award Meetings and Site Visits	March-June 2025
Subrecipient Agreement and Notice to Proceed Issued	Summer 2025
Vehicle Delivery	TBD based on vehicle availability

Summary of Section 5310 Grant Program

The Central Florida Regional Transportation Authority (CFRTA), operating as LYNX, announces the availability of funds for eligible Human Services Agencies for the Fiscal Year (FY) 2025-2026 Federal Section 5310: Enhanced Mobility of Seniors and Individuals with Disabilities Program. This program receives funding from the Federal Transit Administration (FTA) under the authority of 49 U.S.C. 5310 (CFDA 20.521).

Under FTA's Section 5310 Program, the primary objective is to enhance mobility options for seniors and individuals with disabilities across the nation. This initiative aims to eliminate barriers to transportation services and expand the range of mobility choices available to these populations.

Previously established under the Moving Ahead for Progress in the 21st Century Act (MAP-21) and continuing under the Infrastructure Investment and Jobs Act (IIJ Act), the Section 5310 Program allocates funds to different categories of areas based on the size and demographics of their populations of seniors and individuals with disabilities in each area. These areas include large, urbanized areas (UZAs) with populations over 200,000, small UZAs, and rural areas.

A significant update in federal guidelines now allows large UZAs to directly administer Section 5310 funds. This change is intended to streamline the funding process, enhance local decision-making, and ensure that resources are efficiently directed towards improving transportation accessibility and mobility for seniors and individuals with disabilities within these urbanized areas.

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. Furthermore, 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 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). In the current application cycle, funding will be allocated to projects that effectively align with the goals of the Section 5310 Program and adhere to its specific requirements. These details are outlined in the FY 2025-2026 5310's Grant Manual and Solicitation Package, which provide comprehensive guidelines for applicants.

The solicitation process is competitive, and applicants will be evaluated based on how their project demonstrate its potential to enhance mobility for seniors and individuals with disabilities, in accordance with federal regulations and local transportation priorities. Successful applicants will be awarded federal Section 5310 funds for **one year** through fully executed subrecipient agreements between them and LYNX.

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

A list of the FTA eligible projects can be found in the FTA Circular 9070.1G; available for download at [Circular template \(dot.gov\)](#).

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 \(version 30, November 2, 2022\) \(dot.gov\)](#)).

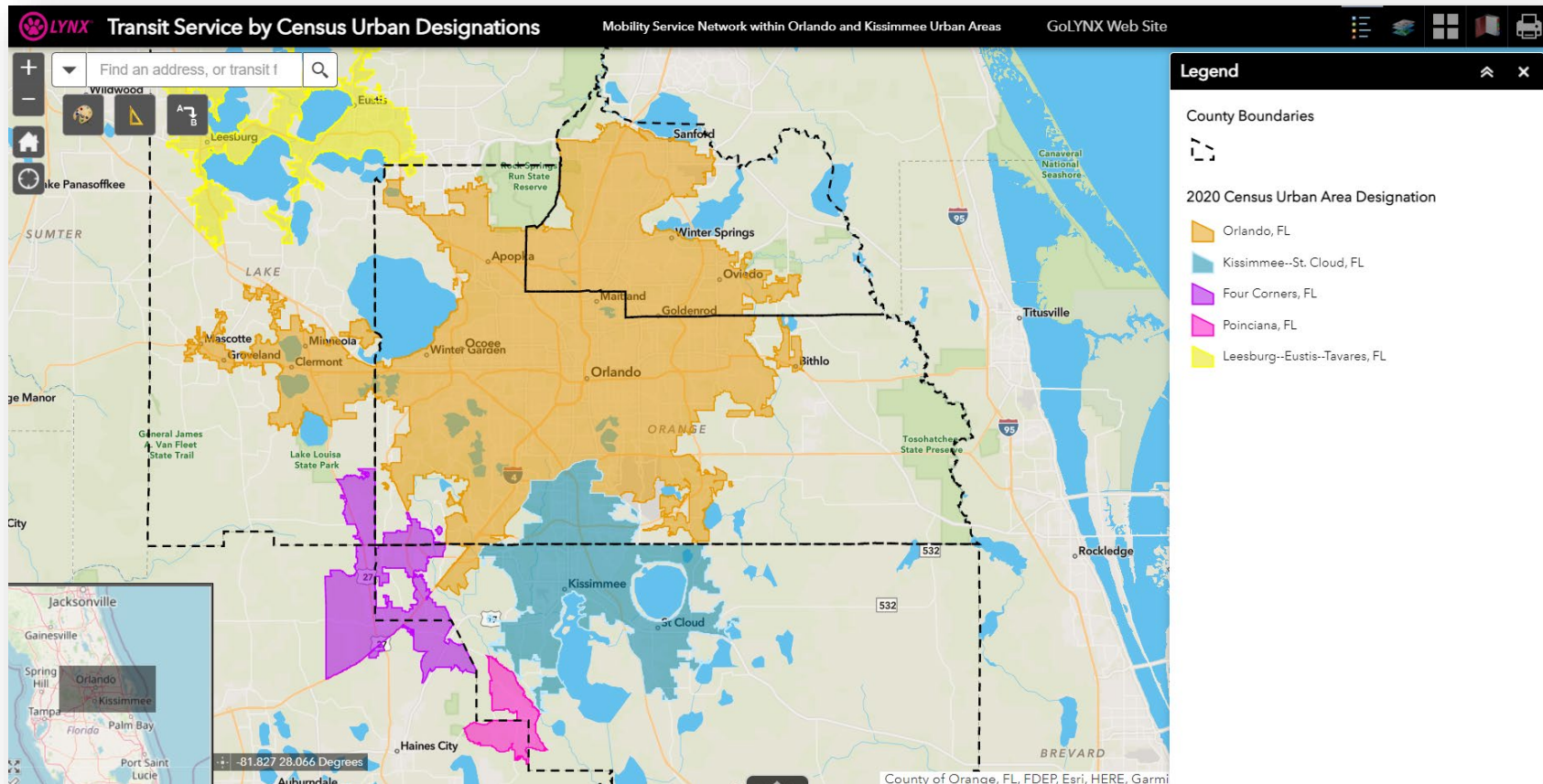
LYNX Section 5310 Competitive Grant Eligible Subrecipient Projects for Fiscal Year 2025-2026

- ⊗ Vanpool Vehicle Lease: Lease any 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 applied 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 (150,000+ 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>



FY2025-26 Program Goals and Priorities

The Section 5310 Program, administered by the Federal Transit Administration (FTA), aims to enhance mobility options for seniors and individuals with disabilities by addressing barriers to transportation services and broadening the scope of available mobility choices. This federal initiative provides financial assistance to support transportation services that are specifically designed to meet the unique needs of these populations.

Key objectives of the Section 5310 program include:

Removing Barriers: Addressing physical, technological, and informational barriers that limit access to transportation services for seniors and individuals with disabilities.

Expanding Mobility Options: Increasing the range of transportation choices available to eligible individuals, thereby improving their ability to access essential services, employment opportunities, healthcare facilities, and community activities.

Coordination with Other Programs: Promoting coordination and integration of transportation services with other federally assisted programs and services. This collaboration ensures efficient use of federal resources and enhances the overall effectiveness of transportation initiatives.

By supporting projects that are planned, designed, and implemented specifically for seniors and individuals with disabilities, the Section 5310 program plays a crucial role in improving quality of life and fostering greater independence for these individuals.

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

Under the Section 5310 program guidelines, agencies have the opportunity to seek operating assistance for both existing and new transportation programs aimed at improving mobility options for elderly individuals and persons with disabilities. The overarching goal is to align these efforts with the program's objectives as outlined in the Section 5310 Grant Manual.

Key points to consider include:

- ⊗ **Program Goals:** This could involve expanding existing services or introducing new initiatives to better meet the transportation needs of these populations.
- ⊗ **Compliance with Federal Regulations:** It is crucial for agencies to adhere to all relevant federal regulations governing the Section 5310 program. This ensures that funded projects are implemented in accordance with federal guidelines and requirements.
- ⊗ **Reimbursable Match Requirement:** Agencies are required to provide a match of 50% of the total project cost. This match demonstrates a commitment to leveraging federal funds and maximizing the impact of the Section 5310 investment.

Retired Vehicle Transfer Request

For those agencies with well-established vehicle maintenance and operating programs, who prefer to own the vehicles they operate, LYNX may have a limited number of retired vehicles (150,000+ 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 the

award period (one year).

- ⊗ 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

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 a local match. The costs associated with providing the contract revenue service must be included in the project budget if using contract revenue as match.

Application and Project Selection Process

LYNX is responsible for conducting an area-wide competitive selection process for the program. LYNX will solicit applications to the Section 5310 Program annually. Project funding will be determined by a regional competitive selection process coordinated by LYNX, as the CTC, and a local Multiagency 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 FY2025-2026 funding cycle will be held on **Thursday, July 11, 2024, from 10:30 a.m. to 11:30 a.m.** For webinar registration and information, please contact Brenda I Garces, 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, 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 July 26, 2024, by 5:00pm.** For questions, please contact Brenda Garces at 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 the 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 or 407-254-6039.

Application Deadline

Applications are due by **Thursday, August 15, 2024, by 5:00p.m.** In order to apply, **a Secured Portal link MUST BE REQUESTED by Thursday, August 8, 2024,** from Brenda Garces at BGarces@golynx.com. All application documents must be uploaded to the link by August 15, 2024. The link will expire at 5:00 p.m. on August 15, 2024.

Please note:
Late applications will
NOT be accepted

Application Information

1. Fill out the application in its entirety. Additional information will not be requested 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 five (5) 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 - Sections 1 to 4
 - ✓ Form 2: Funding Request
 - ✓ Form 3: Local Match Requirement
 - ✓ Form 4: Fact Sheet
 - ✓ Form 5: Vehicle Inventory

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 the required documents and forms listed?
- ☹ Has the agency answered all of the applicable required questions?
- ☹ Did the agency submit forms 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 with 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
2. Agency Information
3. Current System Description
4. Budget Considerations
5. Proposed Project Description
6. Overall Impression

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 September 2024, LYNX will meet with the Evaluation Committee to review applications, tabulate scores, and create 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 each complete Document 0 Points for each incomplete Document
<i>Agency Information (2 points max)</i>	
If any questions/answers were omitted = Disqualification	
Type of Applicant: New or Existing	2 Points for a Complete Section 1 Point for an 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 (17 points max)</i>	
If any questions/answers were omitted = Disqualification	
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	1.5 points max
Who provides maintenance of the vehicles	.5 point max
A detailed description of service routes/areas and ridership numbers	5 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 (29 points max)</i>	
If any questions/answers were omitted = Disqualification	
Will the project maintain existing services, expand existing services, or provide a new service	5 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	4 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	4 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
Total Base Points Possible is 100	

Final Selection

Approval Process

After the evaluation phase is completed, a recommended list of projects is compiled and then presented to the LYNX Board of Directors for final approval. The Board reviews the recommendations and makes decisions regarding funding allocation. Projects not recommended for funding or funded conditionally are given an opportunity to solicit feedback from LYNX. Agencies can also utilize an appeal process if they believe their project merits reconsideration or clarification.

Projects that are approved by LYNX undergo a review to ensure they meet all federal eligibility requirements stipulated by the Section 5310 program. Projects that do not meet these requirements will not proceed to receive funding.

Once approved by LYNX, the prioritized program of projects is forwarded to the Federal Transit Administration (FTA) for final approval. The FTA reviews the submissions to ensure they align with federal guidelines and allocates the final approval for funding disbursement.

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 against 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 Garces at BGarces@golynx.com.

Project Management and Expending Funds

Obligation of Grant Funds and Reimbursement of Project Costs

Once the Subrecipient Agreement is fully executed between LYNX and the awarded agency, funds become available for the purpose of covering costs incurred for eligible project activities as specified in the agreement. As 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 and equipment. Failure to properly manage, maintain, and operate vehicles and equipment could jeopardize existing and future grants and may result in the removal of vehicles and/or 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 Section 5310 Designated Recipient for Orlando and Kissimmee UZA ensures that applicants 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.” 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 (NTD)
- ⊗ 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 four 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.

Standard Form (SF-424)

Example of SF-424 (Page 1)

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

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

Standard Form (SF-424)

Example of SF-424 (Page 2)

Application for Federal Assistance SF-424		
* 9. Type of Applicant 1: Select Applicant Type: <input type="text"/>		
Type of Applicant 2: Select Applicant Type: <input type="text"/>		
Type of Applicant 3: Select Applicant Type: <input type="text"/>		
* Other (specify): <input type="text"/>		
* 10. Name of Federal Agency: <input type="text"/>		
11. Catalog of Federal Domestic Assistance Number: <input type="text"/>		
CFDA Title: <input type="text"/>		
* 12. Funding Opportunity Number: <input type="text"/>		
* Title: <input type="text"/>		
13. Competition Identification Number: <input type="text"/>		
Title: <input type="text"/>		
14. Areas Affected by Project (Cities, Counties, States, etc.): <input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>		
* 15. Descriptive Title of Applicant's Project: <input type="text"/>		
Attach supporting documents as specified in agency instructions. <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/>		

Standard Form (SF-424)

Example of SF-424 (Page 3)

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant <input type="text"/>	* b. Program/Project <input type="text"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
17. Proposed Project:	
* a. Start Date: <input type="text"/>	* b. End Date: <input type="text"/>
18. Estimated Funding (\$):	
* a. Federal	<input type="text"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text"/>
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/> .	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input type="checkbox"/> c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If "Yes", provide explanation and attach	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="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)	
<input type="checkbox"/> ** 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: <input type="text"/>	* First Name: <input type="text"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text"/>	
Suffix: <input type="text"/>	
* Title: <input type="text"/>	
* Telephone Number: <input type="text"/>	Fax Number: <input type="text"/>
* Email: <input type="text"/>	
* Signature of Authorized Representative: <input type="text"/>	* Date Signed: <input type="text"/>

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 passenger 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.



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