Section 5310 Grant Workshop

Presented October 2, 2018

welcome | introductions

Welcome – Introductions

Presenters – LYNX; Enterprise Rideshare

Thank you to all attendees and sub-recipients

Workshop Agenda

Welcome & Introductions

Program Background, Eligibility & Priorities

Section 5310 & LYNX Vanpool Program Summaries

Grant Application Process and Requirements

Grant Application Evaluation, Selection and Scoring Summary

Timeline

Feedback from Evaluators

Questions

Meet LYNX TEAM

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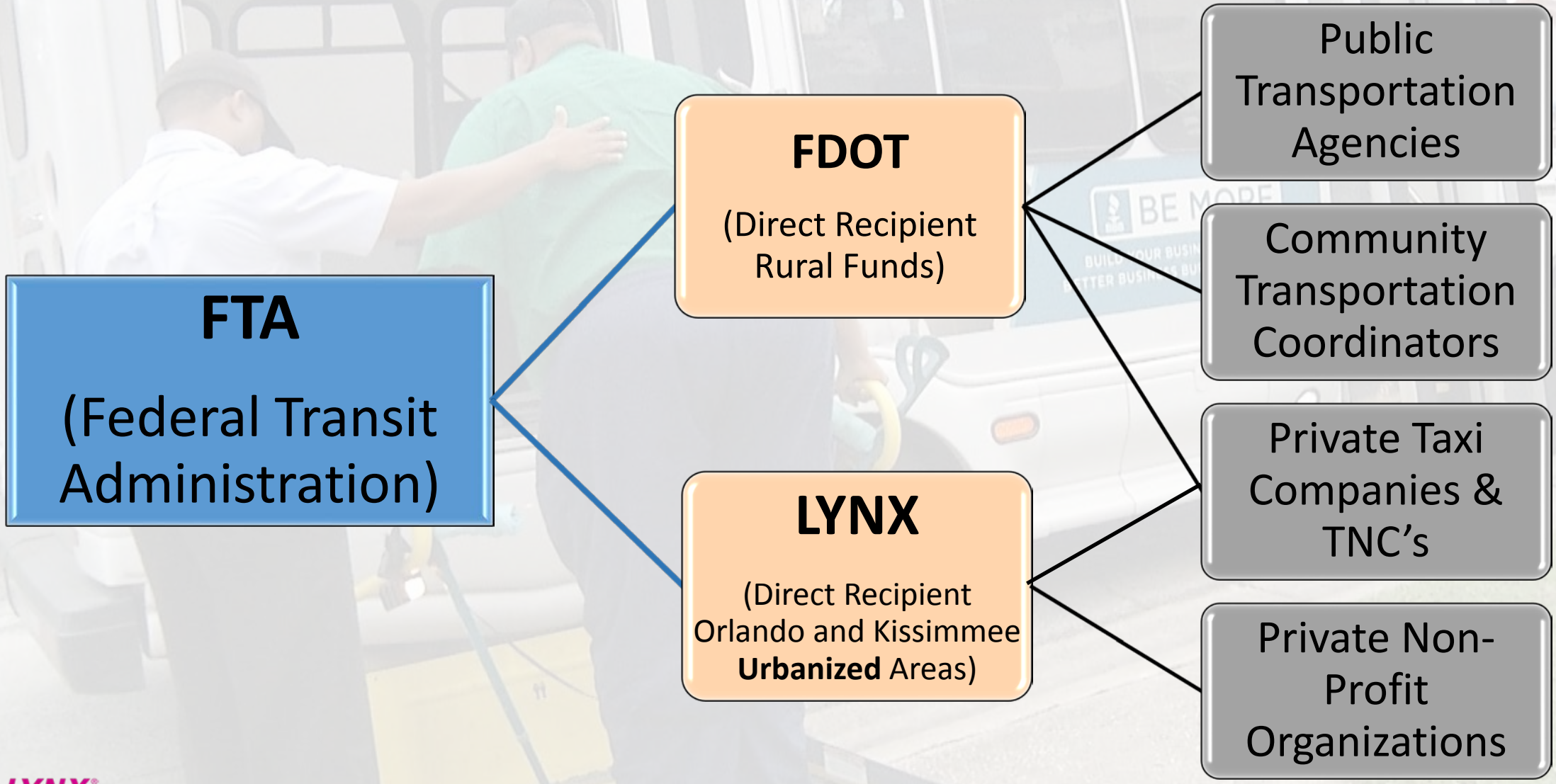
Section 5310 Program

The purpose of the Section 5310 Grant Program is to improve mobility for **seniors and individuals with disabilities** by removing barriers to transportation service and expanding transportation mobility options.

5310 Eligible Sub-Recipients



Section 5310 Funding Process

FTA provides financial assistance, through designated recipients to **support and to develop transportation systems** for the public

LYNX is the designated recipient for Section 5310 program funds apportioned to the **Orlando and Kissimmee urbanized areas**

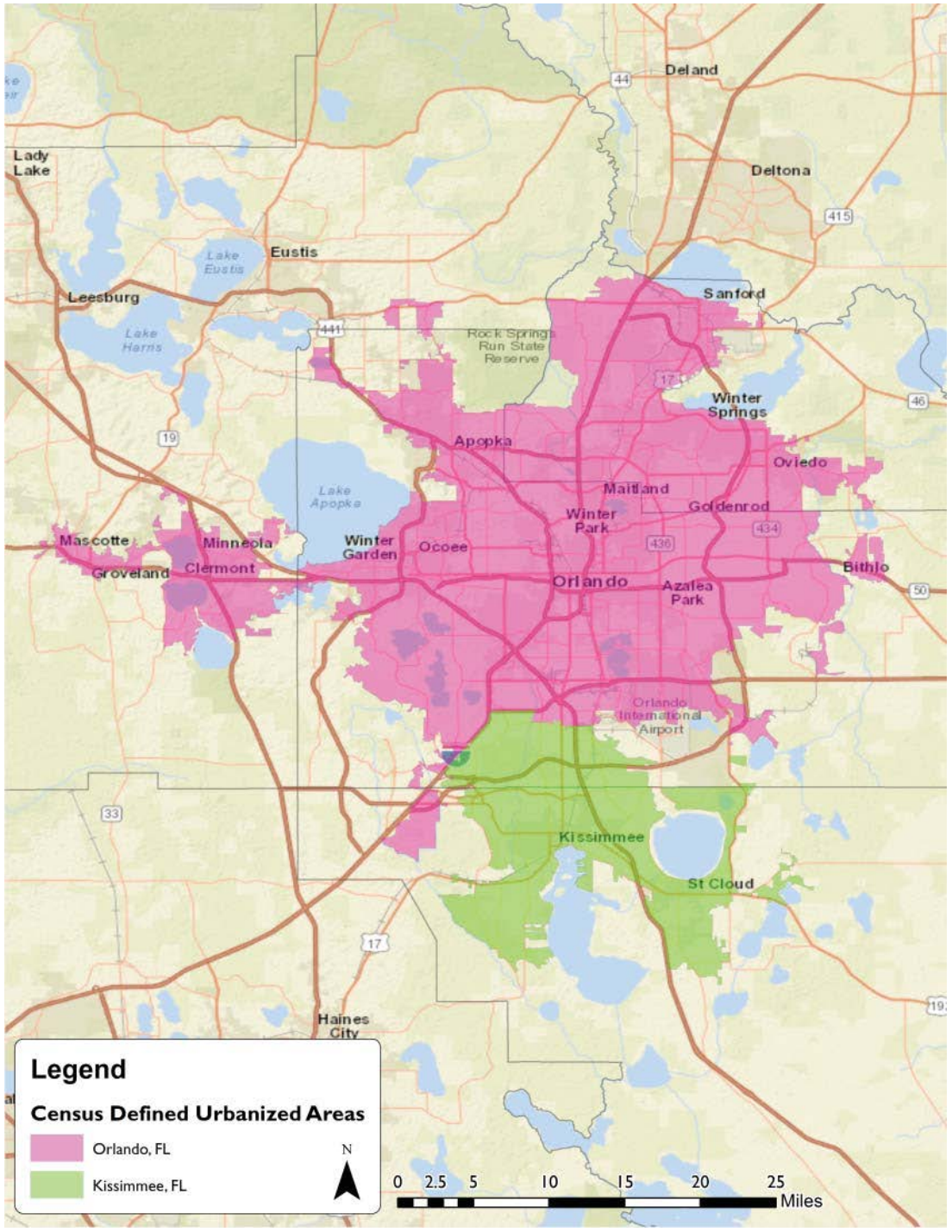
Operate programs to serve the needs of **elderly and disabled**, transit-dependent populations

Orlando and Kissimmee Urbanized Areas Map

Urbanized Areas Map

www.golynx.com – Maps & Schedules

Interactive Maps – Information by Urban Area



5310 Eligible Projects – Direct Recipient (LYNX)

5310 Traditional Capital

- Vehicles
- Related Vehicle Equipment
- Mobility Management
- Contracted Operating Services

5310 Non-Traditional Capital Projects

- Travel Training
- Volunteer Driver Programs
- Building an accessible path to a bus stop, including curb-cuts, sidewalks, accessible pedestrian signals or other accessible features
- Improving signage, or way-finding technology
- Incremental cost of providing same day service or door-to-door service
- Purchasing vehicles to support new accessible taxi, rides sharing and/or
- Mobility Management Programs

5310 Eligible Projects – Subrecipients

Vanpool Program

- LYNX leases the vehicle(s) to your agency to improve mobility of seniors and individuals with disabilities

5310 Operating Funds

- Limited operating funds, directly associated with the provision of transportation services meeting Section 5310 objectives

Vehicle Transfers

- LYNX may have a limited quantity of vehicles available to be transferred to agencies for uses in-line with the Section 5310 requirements

LYNX 5310 Priorities

VANPOOL VEHICLES ARE LYNX'S HIGHEST PRIORITY

- All other requests will be of lower priority
- Additional LYNX priorities are as follows:
  - Maximize transportation resources to safely and efficiently transport the Urbanized Orlando and Kissimmee seniors and individuals with disabilities
  - Increase the mobility options for seniors and persons with disabilities across the urbanized portions of the LYNX service area
  - Continue to provide for the special needs of elderly and persons with disabilities for whom transportation services are unavailable, insufficient or inappropriate

LYNX 5310 Priorities

- Limited **Operating Funds**, directly associated with the provision of transportation services meeting Section 5310 eligibility are available
- Award limited up to two years maximum
- Intention is to distribute funds equitably based on size and scope of projects proposed
- Fleet expansion would be eligible, some examples include:
  - Increased number of passengers served
  - Larger service area
  - New services offered
  - New population(s) being provided services

LYNX 5310 Priorities

Vehicle Transfer

- LYNX may have a limited quantity of vehicles available to be transferred to agencies for uses in-line with the Section 5310 requirements
- Requires FTA approvals
- Agency will be responsible for operating the vehicle for at least one year
- Agency will be responsible for covering all associated operating expenses
- Will be awarded based on strength of application

5310 Program Match Requirements

Vanpool

50% Federal

50% Local

Operating

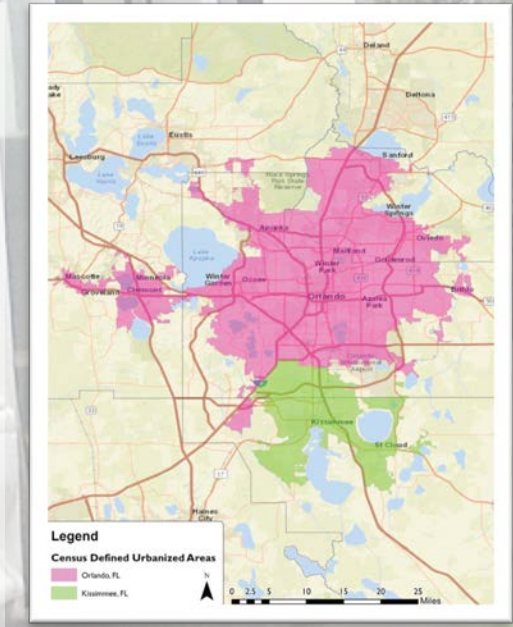
50% Federal

50% Local

LYNX

LYNX Section 5310 Program Management

- Funding is available for 1 to 2 years
- LYNX may award contingency projects
- Funding through LYNX is ***only*** available for the **urbanized areas of Orlando and Kissimmee**



LYNX Vanpool Program

How does agency Vanpool Program works?

LYNX purchases vehicles with funds granted through the FTA

LYNX leases the vehicle(s) to sub-recipients via Enterprise

Sub-recipient pays 100% of the lease to Enterprise and bills LYNX for 50%

LYNX will reimburse the sub-recipient 50% of the lease

LYNX Vanpool Program

Sarah Saylor

Rideshare by enterprise

LYNX Vanpool Program

- The cost of the LYNX Agency Vanpool service is **$690*** per vehicle, per month.
- If the agency decides to provide their own insurance (with LYNX approval), the cost is **$525*** per vehicle, per month.

50 / 50 *

*Additional agency costs include fuel, tolls, or parking if applicable

- Current vehicle models available*
  - 7 Passenger Chevy Traverse
  - 10 Passenger Ford Transit van
  - 12 Passenger Wheelchair accessible vehicle
  - 15 Passenger Ford Transit van

* Specific floorplan requests to suit your operations will be considered

LYNX Vanpool Program

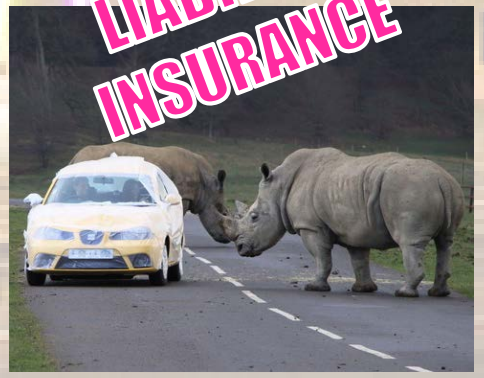
What is included in the Vanpool Program?

UNSCHEDULED REPAIRS & 24 HR ROADSIDE

WELL EQUIPPED VEHICLE

MONTH -TO-MONTH LEASE

AUTO LIABILITY INSURANCE



SCHEDULED PREVENTATIVE MAINTENANCE

LYNX Vanpool Program

- **Maintenance Partners**
  - Firestone
  - Goodyear
  - Action Gator
  - Tire Kingdom
  - Sears Auto
  - Pep Boys

- When the vehicle is taken to a maintenance partner, simply provide this phone number to the vendor for services **1(877) 826-4967**

LYNX Vanpool Program

- **Fleet Response/Roadside Assistance**
  - Fleet Response helps manage accident reporting
  - If the vehicle is not drivable, the vehicle can be towed through fleet response, this information will be provided to the agencies

- **Roadside Assistance**
  - NAC Rescue is our Roadside Assistance Provider
  - In the event of a flat tire or locked out of the van the group would contact NAC Rescue

5310
Grant
Application

5310 Grant Application Process and Requirements

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:

- **Regional Grant Workshop**
  - Tuesday, October 2, 2018 – FDOT District 5
  - Friday, October 12, 2018 – LYNX Central Station
- **Application Questions**
  - Submitted via e-mail no later than 5:00 PM on Friday, November 2, 2018
- **CTC Meeting**
  - Must meet with CTC by Friday, November 2, 2018
- **Application Deadline**
  - **NOVEMBER 30, 2018 by 5:00 PM LYNX Central Station**

LATE APPLICATIONS WILL BE DENIED!

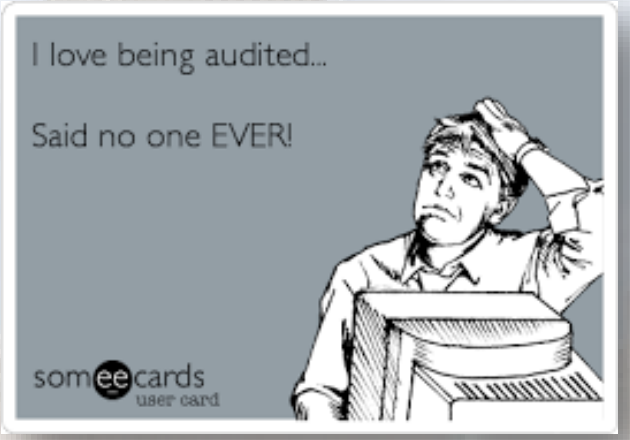
LYNX Application Requirements

- ☑ This Checklist
- ☑ Applicant's Cover Letter (use LYNX cover letter)
- ☑ Applicant History
- ☑ Application for Federal Assistance (Standard Form 424)
- ☑ Annual Operating Data (Excel Worksheet)
- ☑ Budget (Excel Worksheet)
- ☑ Local Match (Excel Worksheet)
- ☑ Fact Sheet (Excel Worksheet)
- ☑ Vehicle Inventory (Excel Worksheet)
- ☑ Current System Description
- ☑ Proposed Project Description
- ☑ Service Area Maps (LYNX provided maps)
- ☑ Federal Certifications and Assurances
- ☑ Exhibit A: CTC Coordination Contract
- ☑ Exhibit B: Single Audit Act, or Certification of Exemption
- ☑ Exhibit C: Coordinated Public Transit – Human Services Transportation Plan
- ☑ Exhibit D: Copy of the Governing Board's Resolution
- ☑ Exhibit E: Certification of Equivalent Service

LYNX Application Requirements

Current System Description:

- Required as part of all applications to help better understand an agency's scope and how transportation fits into their mission
  - For example: Is transportation the only thing that you do, or is transportation a piece of what your organization does?
- Q&A format (Text Boxes Provided)



Annual Operating Report:

- As support for the information provided on the Budget and in the Fact Sheet
- Should reflect data from your most recent Fiscal Year
- Must contain data that is verifiable in the event of an audit

LYNX Application Requirements

Budget:

- Vanpool vehicles are either equipped for, or not equipped for, passengers with wheelchairs
- Unit cost the same regardless of vehicle type
- Operating assistance is only eligible if project complies with elements laid out under Eligible Projects
- Grant award will be for 50% of Net Project Cost (a.k.a. the Federal Request)
- Clearly list the sources and amounts for the Local Match
- Clearly list other sources of funds received for transportation

Proposed Project Description:

- Q&A format
- Designed to show evaluators that project meets requirements for funding; meets objectives set forth by 5310 and LYNX
- Maps requested must be in COLOR

LYNX Application Requirements

Fact Sheet:

- A with/without look at what these funds can do
- These are measures that indicate effectiveness and efficiency of a project
- Document how number of projected trips was determined
- Identify the number of unduplicated passengers being served by your 5310 trips

Coordinated Public Transit-Human Services Transportation Plan:

- Demonstrate that the project supports elements within the TDSP, list page number(s) that support the project
- http://www.golynx.com/core/fileparse.php/142441/urlt/Community-Connector-Plan-Update.pdf
- Identified priorities
  - Service Coverage (expansion of services, same day service, scheduling flexibility)
  - Service Quality (more dependable/on time services)

Sub-Recipient Award Requirements

Participation in Regional Coordination Efforts

- 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)
- Process will start during the fall and agencies will receive an invitation to participate

Vehicle Use

- Vehicles must be maintained and used for the intended purpose under which they are provided to sub-recipients

Reporting

- All sub-recipients will be required to submit monthly operating data/invoices and quarterly progress reports

Reviews and Oversight

- Record Keeping and Audits
- On-Site Reviews

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LYNX Application Submission Requirements

For Submission:

- One original signed application, three (3) copies + LYNX Flash Drive
- Mail or hand deliver to:

  LYNX
  Attn: Grants
  Re: 5310 Grant Application
  455 N. Garland Avenue
  Orlando, FL 32801

Application TIPS:

- If project is not entirely within the urbanized area boundaries, make methodology clear for determining split between urban and non-urban
- Clearly show how project addresses transportation needs of elderly and persons with disabilities
- Include all necessary information to demonstrate the need. Applicants will not be contacted to obtain additional information

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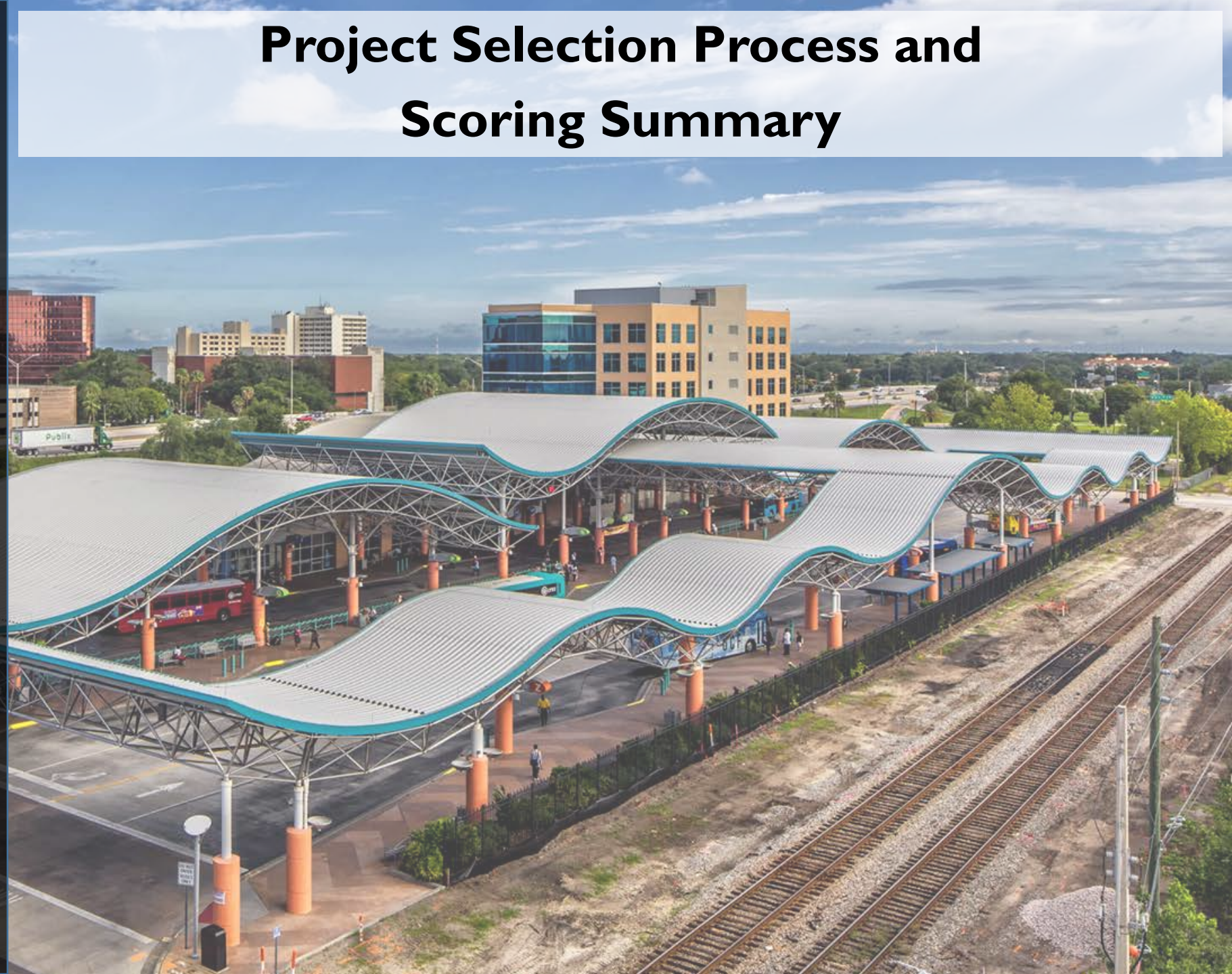
Project Selection Process and Scoring Summary

5310 Grant Application



Application Evaluation Criteria

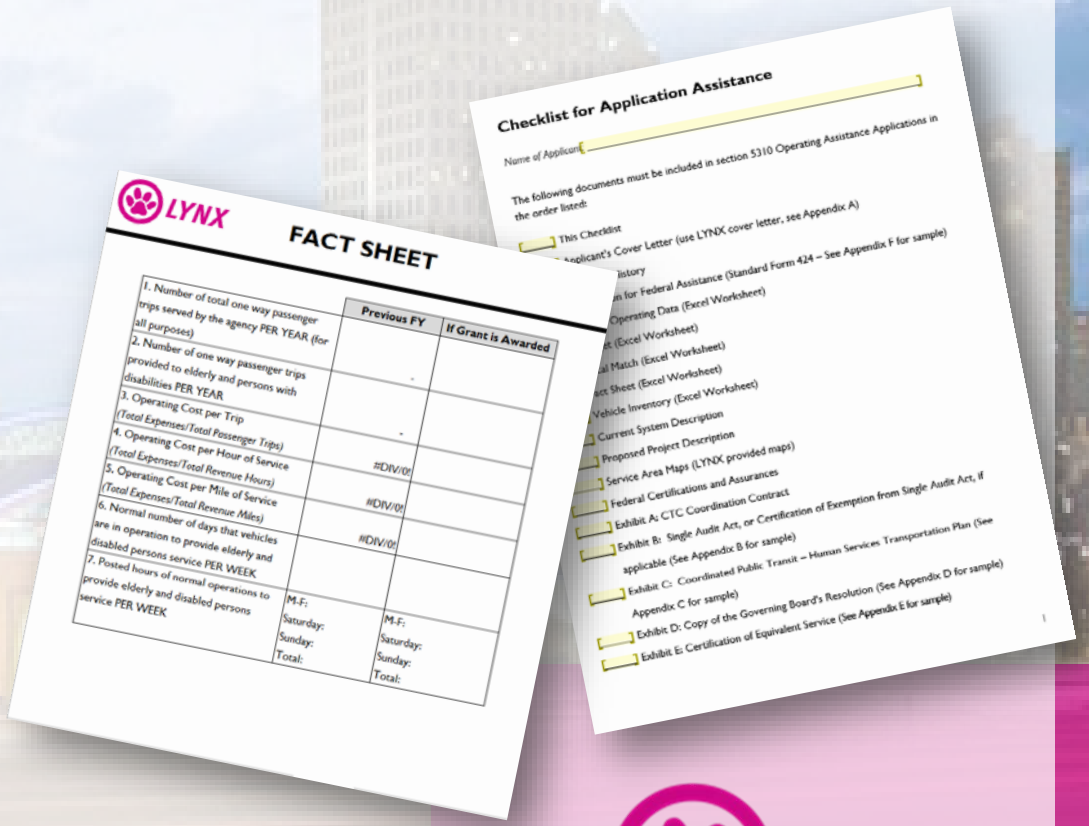
- Service efficiency and effectiveness
- Extent to which the community at large is served
- Extent to which eligible recipients are served
- Need
- Fiscal and managerial capability
- Prior performance

Selection Process

- LYNX will provide a multi-agency evaluation committee access to the applications and the evaluation criteria. It will be up to the evaluators to read the applications and score them accordingly.
  - Documents (15 max points)
  - Budget (25 max points)
  - System Description (14 max points)
  - Proposed project Description (30 max points)
  - Overall Impression (16 max points)

MAX SCORE: 100 POINTS

- Internal LYNX staff will be responsible for two rankings:
  - Prior Sub-recipient Risk Assessment
  - Application Fact Sheet



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Scoring Breakdown Results – FY 2017-18

Overall Impression	
Overall Impression Notes: • 74.24% of points earned on average • Check your math • Detail system efficiency • Check your grammar and presentation	A maximum of 16 points available for applications that exhibit attention to detail, provide a thorough presentation of proposed projects and how they align with 5310 objectives, and demonstrate competency in project implementation.

Documents			
Documents Notes: • 95.56% of points earned on average • Make sure that each required document is included in your submittal and that it is completed entirely and correctly. • Easy points!!	One-point for each document included and completed correctly	0.5-points for each partial or incorrect document	Zero-points for each missing document

Scoring Breakdown Results – FY 2017-18

System Description		
System Description Notes: • 92.42% of points earned on average • Don't assume that we know • If you do not currently provide transportation services – tell us what you plan to do	One-point for each question answered. Answers should be specific and thorough	Any question(s) skipped will result in the disqualification of your application

Proposed Project Description		
Proposed Project Description Notes: • 86.46% of points earned on average • Is your project consistent with 5310 program goals – providing services to the elderly and disabled • Are services being provided within the Orlando/Kissimmee UZA	30 points total, with 3 points for each question answered. Answers should be specific and thorough.	Any question(s) skipped will result in the disqualification of your application

Scoring Breakdown Results – FY 2017-18

Budget			
Application Type	Vanpool – 10 Points	Operating – 7.5 Points	Combination – 5 Points
Calculations/Math	10 Points		
Local Match Demonstration	5 Points		

Budget Notes:

- Check your math
- Make sure your numbers match
- Carefully consider your agency's needs

TIMELINE

10/2/2018
Grant Applications Available
10/2/2018 & 10/12/2018
Grant Workshops
11/2/2018 – Deadline to meet with CTC and submit all questions
11/30/2018
Grant Applications Due
12/1 – 12/2018
Applicant Evaluation and Scoring
12/2018 – 1/2019
Desktop review notification letters to selected projects
1/2019 – 2/2019
Pre-Award On-Site Visits
03/2019
Board Final Approval
3/2019
Subrecipients Agreements and Notice to Proceed

Feedback from Evaluators

Feedback from Evaluators

- **Check Your Math!!!**
  - When you don't perform correct calculations, it carries forward, and distorts the rest of your grant application
- **Review, Review, Review…**
  - Have team members, friends or family that are not directly involved with your application review your work to ensure it makes sense
- **The Dollars are in the Details.**
  - Provide as much detail as possible in your answers and accurately represent your system description and proposed project

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Feedback from Evaluators

- **Right-size your request.**
  - Some funding requests over-reach on need, raising red flags for evaluators – request what your agency is capable of responsibly operating and maintaining
- **What is today?**
  - Please ensure that your agency is aware of critical eligibility dates, deadlines and submittal locations pertaining to the 5310 application process
- **Make it relevant.**
  - Don't assume evaluators know – clearly demonstrate how your project addresses the transportation needs of the elderly and disabled

Feedback from Evaluators

- **Establish some boundaries.**
  - If your project is not entirely within the urbanized area boundaries, make the methodology clear for determining split between urban and non-urban trips
- **Call us, we won't call you.**
  - Applicants will not be contacted to obtain additional information

Questions

Before you leave…

- Ask questions
- Attend breakout sessions
- Get your flash drive