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**LYNX SECTION 5310 CRRSAA & ARP**

**FFY2021-2022 GRANT MANUAL**

Central Florida Regional Transportation Authority



Contents

[Introduction and Contact Information 1](#_Toc59534463)

[Grant Timeline 2](#_Toc59534464)

[Summary of Section 5310 CRRSAA & ARP Grant Program 3](#_Toc59534465)

[Eligibility 4](#_Toc59534466)

[Section 5310 Eligible Projects (Operating) 4](#_Toc59534467)

[CRRSAA & ARP Eligible Projects (Operating) 4](#_Toc59534468)

[Threshold Criteria 5](#_Toc59534469)

[FY2021-2022 5310 CRRSAA & ARP Competitive Grant Project Eligibility 5](#_Toc59534470)

[Urbanized Areas Boundary Maps 6](#_Toc59534471)

[Urbanized Orlando Map 6](#_Toc59534472)

[Urbanized Kissimmee Map 7](#_Toc59534473)

[Service Across Urbanized and Non-Urbanized Area Boundaries 8](#_Toc59534474)

[FY2021-22 Program Goals and Priorities 8](#_Toc59534475)

[Application and Project Selection Process](#_Toc59534476) 9

[Application Process 10](#_Toc59534477)

[Application Information 1](#_Toc59534478)0

[Project Selection Process 11](#_Toc59534479)

[Evaluation Criteria 1](#_Toc59534480)2

[Final Selection 1](#_Toc59534481)4

[Approval Process 1](#_Toc59534482)4

[Appeal Process 1](#_Toc59534483)4

[Project Management and Expending Funds 1](#_Toc59534484)4

[Obligation of Grant Funds and Reimbursement of Project Costs 1](#_Toc59534485)4

[Legal Authority and Fiscal & Managerial Capacity 1](#_Toc59534486)4

[Americans with Disabilities Act (ADA) 1](#_Toc59534487)5

[Requirements 1](#_Toc59534488)5

[Participation in Regional Coordination Efforts 1](#_Toc59534489)5

[Reporting Requirements 1](#_Toc59534491)6

[Sub recipient Reviews and Oversight 1](#_Toc59534492)6

[Appendix 1](#_Toc59534493)7

[Glossary 1](#_Toc59534494)7

[LYNX Contacts 1](#_Toc59534495)8

# 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: Coronavirus Response & Relief Supplemental Appropriations Act (CRRSAA) and American Rescue Plan (ARP) 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 CRRSAA & ARP program or the application process may be sent to: [edavis@golynx.com](mailto:edavis@golynx.com) with the message heading “LYNX 5310 CRRSAA & ARP Comments/Questions”. The deadline for submittal of questions related to the solicitation must be received by 5:00 p.m. on Wednesday, December 22, 2021.

Applications are due by **Friday, January 14, 2022, at 5:00 p.m**. In order to apply, **a Secured Portal Link MUST BE REQUESTED by** **Monday, January 10, 2022** from Emily Davis at [edavis@golynx.com](mailto:edavis@golynx.com) . All application documents must be uploaded to the link by January 14, 2022. The link will expire at 5:01 p.m. on January 14, 2022.

# Grant Timeline

|  |  |
| --- | --- |
| **2021/22 Orlando and Kissimmee Urbanized Area CRRSAA & ARP Grant Timeline** | |
| **TASK** | **DATE** |
| **Applications are published** | Tuesday, December 7, 2021 |
| LYNX Grant Webinar | Tuesday, December 7, 2021 Presentation: 10:00am-11:00am |
| **Application Assistance/Questions** | December 13, 2021 to December 22, 2021 |
| **Secured Portal Request Deadline:**  Applicants must request a Secured Portal link from [edavis@golynx.com](mailto:znbalassone@transystems.com) to upload their application documents. Hard copies and e-mails will not be accepted. | Monday, January 10, 2022  Failure to request a Secured Portal link by this date will result in the inability to apply. |
| **Application Deadline** Upload all documents to the Secured Portal link by this date. The link will expire on Friday, January 14, 2022 at 5:01pm and additional documents will not be allowed for upload at that time. | Friday, January 14, 2022 @ 5:00pm Late applications will not be accepted |
| **Application Evaluations** | January 17, 2022 to February 7, 2022 |
| **Virtual Pre-Award Meetings** | February to March 2022 |
| **Notification Letters Sent** | Spring 2022 |
| **LYNX Board of Directors Final Award Recommendations Approval** | Spring 2022 |
| **Sub-Recipient Agreement and Notice to Proceed Issued** | Late Spring / Early Summer 2022 |

# Summary of Section 5310 CRRSAA & ARP 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 (*current LYNX subrecipients*) for the Fiscal Year (FY) 2021-2022 Federal Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities: Coronavirus Response & Relief Supplemental Appropriations Act (CRRSAA) and American Rescue Plan (ARP) 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), 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.

This year, the FTA provided an additional apportionment to the LYNX Section 5310 program under the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) and the American Rescue Plan Act (ARP), to be distributed among subrecipients. This funding is intended for current Section 5310 subrecipients that display additional financial deficit caused by the prevention, preparation and response to the COVID-19 pandemic. The supplemental funding under the Section 5310 CRRSAA & ARP program will be provided at 100% federal share, with no local match required. Funding will support eligible expenses under the relevant program, although the Act directs recipients to prioritize payroll and operational needs.

The Section 5310 CRRSAA & ARP grant program makes funding available for 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 well as display additional financial need, as detailed in the FY 2021-2022 5310 CRRSAA & ARP Grant Manual and Solicitation Package. The solicitation is a competitive selection process that will result in the award of available federal 5310 CRRSAA & ARP funds. Approved awards will be authorized by way of fully executed sub-recipient agreements by/between successful applicants and LYNX.

This application is open to projects for the period from January 20, 2021 through September 30, 2023.

Federal guidelines require that all eligible sub-recipients applying under the Section 5310 program must be included in the area’s coordinated plan.

# Eligibility

All expenses normally eligible under Section 5310 are eligible in the Section 5310 CRRSAA & ARP grant program, however, this funding opportunity is for ***operating expenses only***, and LYNX will only award current subrecipients that can prove a financial deficit due to the COVID-19 pandemic, notwithstanding any previous or current Section 5310 award.

For additional information on the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) and American Rescue Plan Act (ARP), please visit: : [Frequently Asked Questions from FTA Grantees Regarding Coronavirus Disease 2019 (COVID-19) | FTA (dot.gov)](https://www.transit.dot.gov/frequently-asked-questions-fta-grantees-regarding-coronavirus-disease-2019-covid-19#CARES)

### Section 5310 Eligible Projects (Operating)

Eligible recipients include private nonprofit organizations, State or local governmental authorities, and operators of public transportation services including private operators of public transportation services. The list of eligible activities is intended to be illustrative, not exhaustive. Recipients are encouraged to develop innovative solutions to meet the needs of individuals with disabilities in their communities. Up to 45% of a rural, small urbanized area, or large urbanized area’s annual apportionment may be utilized for:

* Public transportation projects (operating) that exceed the requirements of ADA.
* Public transportation projects (operating) that improve access to fixed-route service and decrease reliance by individuals with disabilities on ADA complementary paratransit service.
* Alternatives to public transportation (operating) that assist seniors and individuals with disabilities with transportation.

*CRRSAA & ARP Eligible Projects (Operating)*

* The FTA generally will consider all expenses normally eligible under the Section 5310 program that are incurred on or after January 20, 2020 to be in response to economic or other conditions caused by COVID-19 and thus eligible under CRRSAA and ARP, as applicable.
* CRRSAA and ARP funds shall, to the maximum extent possible, be directed to payroll and operations of public transit.
* CRRSAA and ARP funding can be used for administrative leave, such as leave for employees due to reductions in service, leave required for a quarantined worker, and leave for an employee to receive the COVID-19 vaccine, including reasonable time for the employee to recover from potential side effects.
* CRRSAA & ARP funding may be used to pay for the operational costs of providing essential services through **the incidental use of transit assets.** Essential services are services that help provide the community with safety and security or access to food, water, shelter, and social services / medical care.

### 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 (<https://www.transit.dot.gov/funding/grantee-resources/sample-fta-agreements/fta-master-agreement-fiscal-year-2020>).

### FY2021-2022 5310 CRRSAA & ARP Competitive Grant Project Eligibility

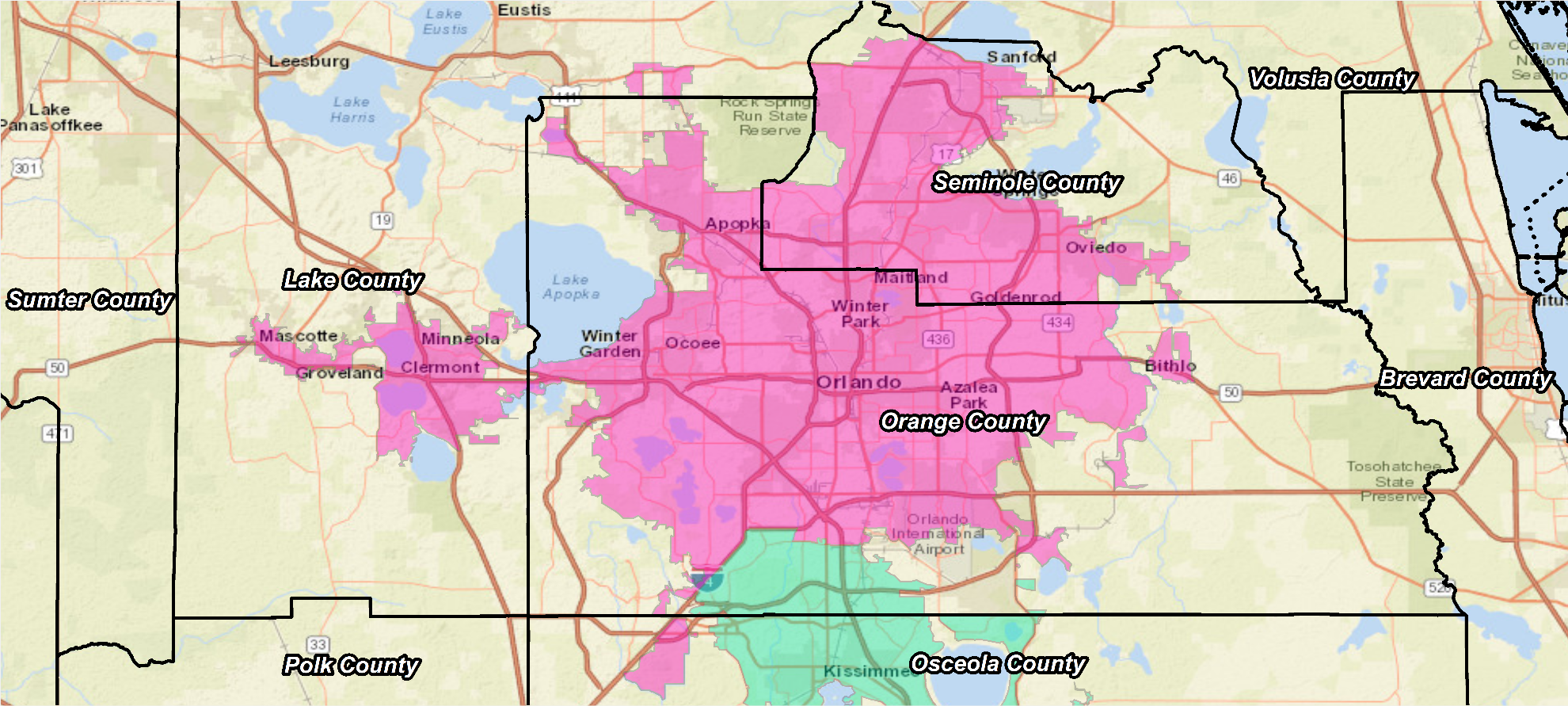
Under this competitive grant process examples of eligible projects are:

* Operating costs associated with provision of transit services, costs associated with transit services that exceed the requirements of the Americans with Disabilities Act of 1990
* Projects that improve access to fixed route service and decrease individuals with disabilities reliance on complementary paratransit and provide alternatives to public transportation that assist seniors and individuals with disabilities with transportation
* Insurance and maintenance of vehicles used for transportation of elderly and/or disabled persons
* Personal protective equipment and cleaning supplies
* Preventative maintenance
* Administrative leave for transit workers
* Reimbursement for costs incurred due to cancelled travel as a result of COVID-19
* Incidental use – meal delivery / grocery shopping trips for 5310 population

# Urbanized Areas Boundary Maps

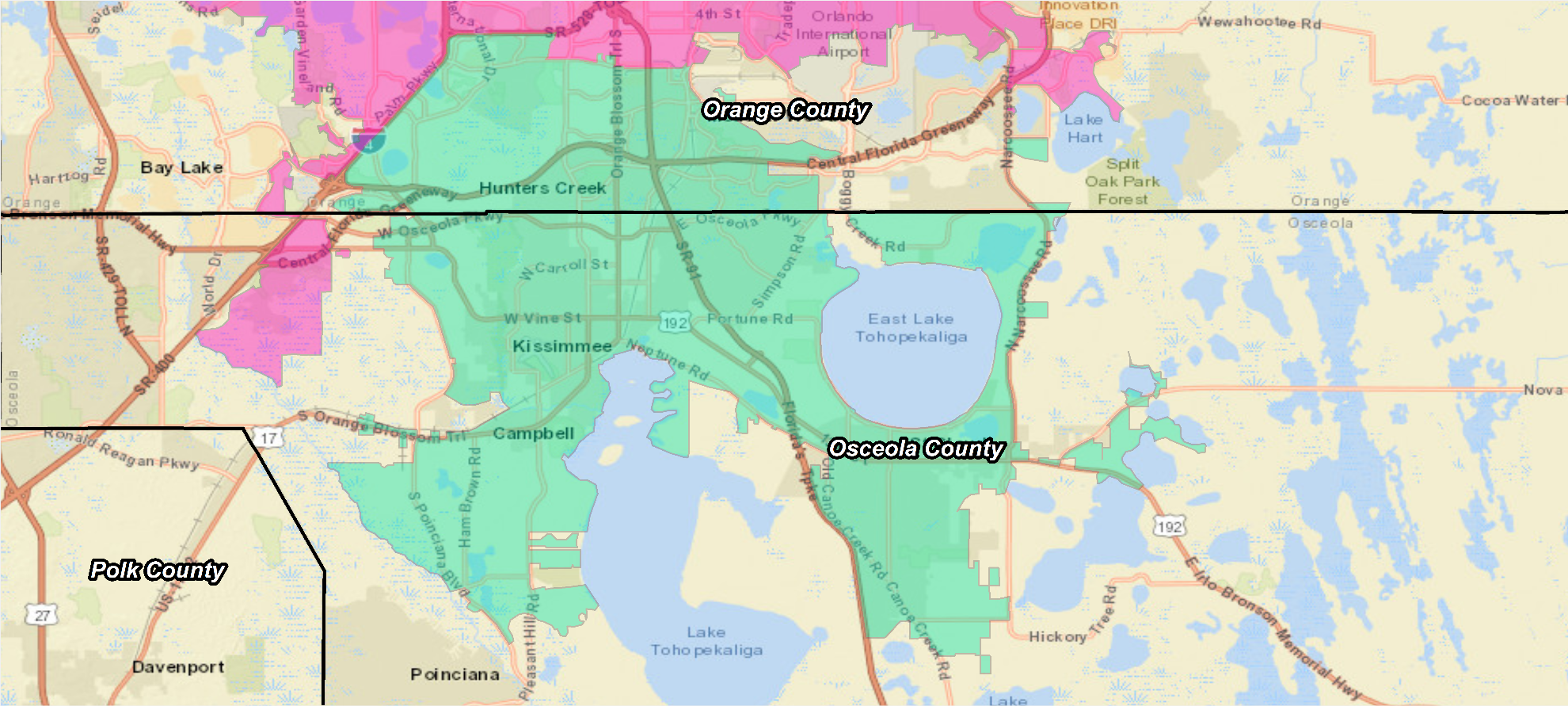
### Urbanized Orlando Map

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

[](http://lynx.maps.arcgis.com/apps/webappviewer/index.html?id=90bfdab26dc2438a93ea0b751394a851)

### Urbanized Kissimmee Map

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

[](http://lynx.maps.arcgis.com/apps/webappviewer/index.html?id=90bfdab26dc2438a93ea0b751394a851)

### Service Across Urbanized and Non-Urbanized Area Boundaries

Applicants providing service across urbanized/non-urbanized area boundaries must employ a method of segregating the costs of services to show the percentage split of services provided within each respective area (urbanized and non-urbanized). Examples of methods that may be used to allocate costs include:

* Segregate urbanized and non-urbanized service miles based on route maps, and allocate system- wide costs accordingly
* Utilize driver logs to segregate service mileage or hours inside and outside the urbanized area, and allocate costs accordingly
  + **Other methods require written concurrence by the Human Services Transportation Analyst before grant application due date.**

# FY2021-22 Program Goals and Priorities

The goal of the Section 5310 CRRSAA & ARP program is to assist current subrecipients with a financial deficit due to the COVID-19 pandemic in improving 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.

*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. In order to be awarded, agencies must prove a financial deficit due to the COVID-19 pandemic, notwithstanding any previous or current Section 5310 award. Agencies will be responsible for complying will all applicable federal regulations in accordance with the Section 5310 CRRSAA & ARP program.

*Funding and Matching Requirements*

Subrecipients are eligible for funding at 100% federal share for operating requests. No local match is required for this funding opportunity.

# Application and Project Selection Process

LYNX is responsible for conducting an area-wide competitive selection process for the program. The supplemental Section 5310 CRRSAA & ARP program is a one-time funding opportunity available only to current LYNX Section 5310 subrecipients with an additional financial deficit due to the COVID-19 pandemic. 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 CRRSAA & ARP grant program in the Orlando/Kissimmee UZA will be offered the following training and technical support.

#### LYNX Grant Webinar

#### The LYNX Section 5310 CRRSAA & ARP Grant Webinar will be offered to all potential applicants applying in the UZA. The webinar will be held on Tuesday, December 7, 2021 from 10:00 a.m. to 11:00 a.m. For webinar registration and information, please contact Emily Davis, at (407) 254-6101. To request special accommodation at this meeting because of a disability or physical impairment, contact Benjamin Gonzalez at 2500 LYNX Lane, Orlando, FL 32804, or (407) 254-6038, or BGonzalez@GoLYNX.com, not later than three 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 December 22, 2021 by 5:00pm. For questions, please contact Emily Davis at [edavis@golynx.com.](mailto:edavis@golynx.com.)

#### Application Deadline

Applications are due by **Friday, January 14, 2022, at 5:00 p.m**. In order to apply, **a Secured Portal link MUST BE REQUESTED by Monday, January 10, 2022** from Emily Davis at [edavis@golynx.com](mailto:edavis@golynx.com). All application documents must be uploaded to the link by January 14, 2022. The link will expire at 5:01 p.m. on January 14, 2022.

**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 three (3) 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)
   * Form 2: Funding Request (Excel Worksheet)
   * Form 3: 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.

* Is the agency a current LYNX Section 5310 subrecipient?
* Can the agency prove a financial deficit due to the COVID-19 pandemic, notwithstanding any current or previous Section 5310 award?
* 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 DUNS 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?
* Have the Signature pages within the application been properly signed by the authorized individual in blue ink?
* 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, five (5) areas to score: Documents (15 max points), the Budget (25 max points), System Description (16 max points), Proposed Project Description (28 max points), and overall impression of application and proposed project (16 points).

Internal LYNX staff will be responsible for one ranking: Prior Sub-recipient Risk Assessment.

#### Prior Sub-recipient Risk Assessment

Prior Sub recipients will be rated low, medium or high risk based on numerical values of 1, 3, and 5 respectively for thirteen (13) questions. This information will contribute to final award amounts, but not overall rankings.

#### 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 February 2022, LYNX staff will meet with the 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.

|  |  |  |
| --- | --- | --- |
| *Required Documents (15 points max)* | | |
| 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 |
| *System Description (16 points max)* | | |
| **If any questions/answers were omitted = Disqualification** | | |
| Is each question answered clearly and completely in the narrative? | 1. An overview of the organization: mission, program goals, and how transportation fits into the overall organization mission 2. Organizational structure, type of operation, number of employees, and other pertinent organizational information 3. Who is responsible for insurance, training and management, and administration of the agency’s transportation programs 4. Who provides maintenance of the vehicles 5. Breakdown of transportation related employees (drivers, schedulers, dispatchers, etc.) 6. Who will drive the vehicle, number of drivers, CDL certifications, etc. 7. Software or method of data collection for accuracy of reporting 8. Measures taken by agency to protect its workers and clients from the spread of COVID-19 | 2 Points per Question Max |

|  |  |  |
| --- | --- | --- |
| *Budget Considerations (25 points max)* | | |
| Is the math correct and all information in the Budget completed? | | 3 points max |
| Thorough explanation of Budget Considerations Question 1 in the application | | 6 points max |
| Has the agency been adversely affected by the COVID-19 pandemic? | | 6 points max |
| Does the agency display a reasonable and genuine need / deficit? | | 10 points max |
| *Proposed Project Description (28 points max)* | | |
| **If any questions/answers were omitted = Disqualification** | | |
| Is each question answered clearly and completely in the narrative? | 1. Describe the project and how your current 5310 funding is not sufficient to fulfill the agency’s transportation need. 2. How will the project meet the purpose of the 5310 program, as outlined in the Application Manual? 3. How will the project address the priorities for the Urbanized Orlando and Kissimmee areas, as outlined in the “2021-2022 Program Goals and Priorities” section the Application Manual? 4. How does the proposed project fit into the coordinated transportation system in the LYNX service area? 5. 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? 6. 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. 7. What population(s) will the project serve (elderly, disabled, other transportation disadvantaged groups, general population)? | 4 Points per Question Max |
| *Overall Impression (16 points max)* | | |
| Using your professional experience, knowledge and insight, please evaluate the overall application package. Please be sure to consider grammar, mathematical calculations, system efficiencies, and alignment with 5310 CRRSAA & ARP priorities. | | 16 points max |
| ***Total Base Points Possible is 100*** | | |

# 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

Sub-recipients 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 sub-recipient shall only be eligible to seek reimbursement for funds after the Subrecipient Agreement has been executed. The process from the notification of the virtual pre-award meetings to the execution of the agreement can take several months, so sub-recipients should plan accordingly.

### 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 Emily Davis at [edavis@golynx.com](mailto:edavis@golynx.com).

# Project Management and Expending Funds

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

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

### Legal Authority and Fiscal & Managerial Capacity

Section 5310 CRRSAA & ARP applicants must have the legal authority and fiscal/managerial capability to apply for Federal assistance. 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 9070.1G 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 sub-recipient 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, 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).

### Reporting Requirements

All sub-recipients 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
* Quarterly Narrative Progress Reports
* Final Narrative Report

### Sub recipient 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. The sub-recipient 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 sub-recipient should also keep up-to-date records on such aspects as ADA and other Civil Rights program requirements.

Documentation Reviews

Documentation Reviews will be conducted annually and will include an assessment of all applicable federal, state, and LYNX requirements. A sub-recipient may be reviewed by LYNX, applicable federal agencies, or their designees without notice at any time during this period.

# 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 passengers enters the vehicle and ends when a passenger exits the vehicle.

# LYNX Contacts

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