



# WORKSHOP AGENDA



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# INTRODUCTIONS – LYNX STAFF



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## Section 5310 Purpose



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 Activities



**MAP-21 consolidated prior 5310 and 5317 (New Freedom) programs and as a result, 5310 now has 2 components:**

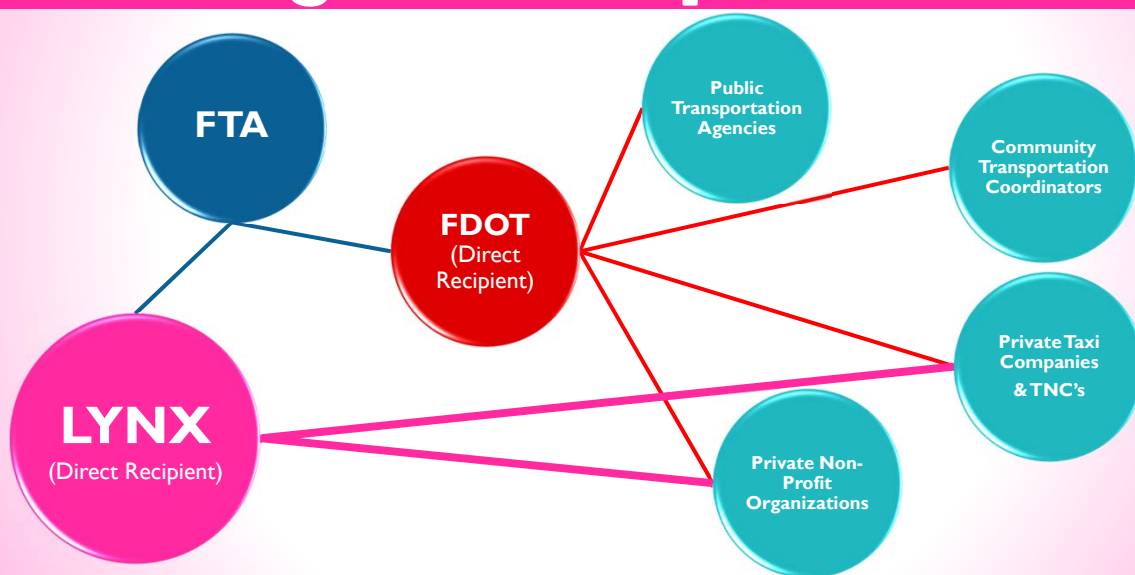
## Traditional Capital

- Replacement of Vehicles
- Expansion of Fleet (new vehicles)
- Related Vehicle Equipment
- Mobility Management
- Contracted Operating Services

## Non-Traditional Capital

- 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 [vanpooling programs](#)
- Mobility Management Programs

# 5310 Eligible Recipients



## 5310 Capital Match



## 5310 Operating Match



# LYNX 5310 Funding

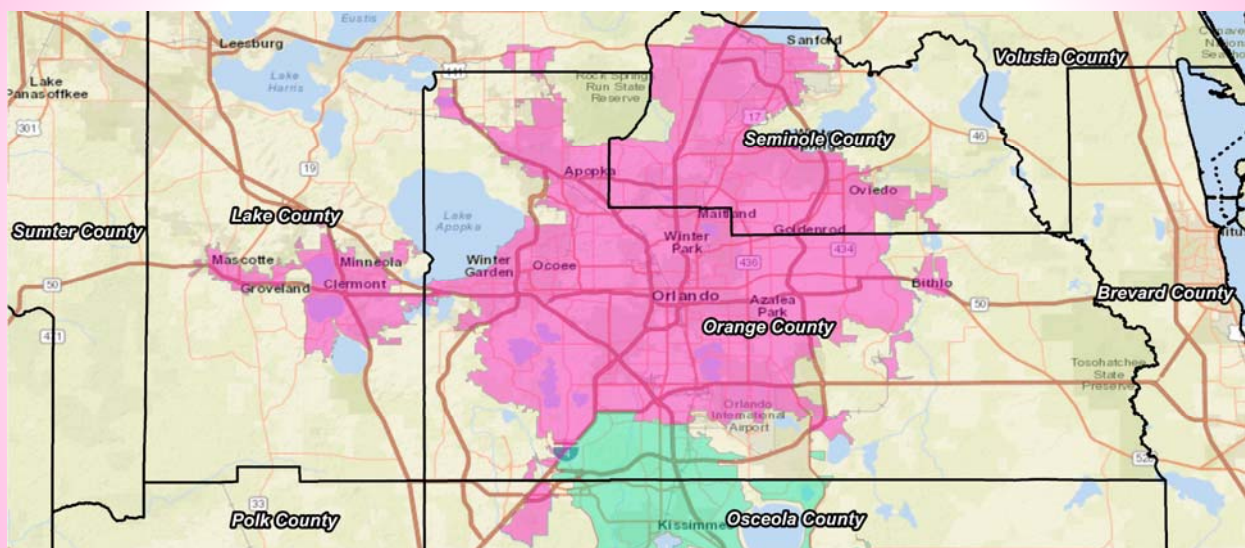


- Funding is available for 1 to 2 years
- LYNX may award contingency projects
- Funding through LYNX is available for the urbanized areas of Orlando and Kissimmee **ONLY**

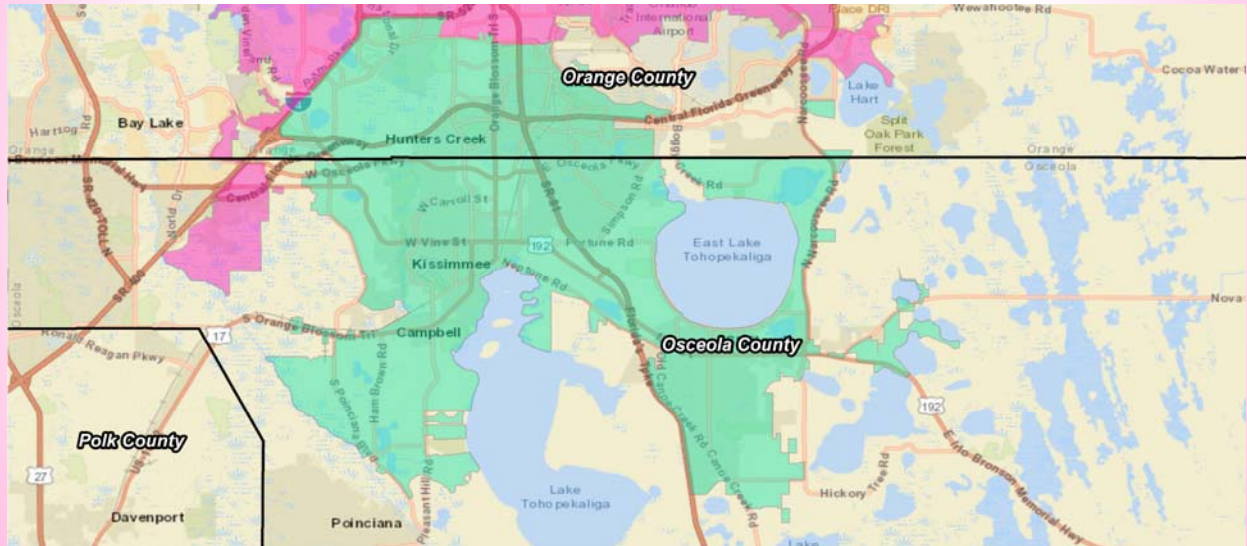
See maps in application packages for detail or at the link below:

<https://arcg.is/1jbPfm>

## Orlando Urbanized Area



# Kissimmee Urbanized Area



## LYNX 5310 Priorities

**REMEMBER:** 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.

### **VANPOOL VEHICLES & MOBILITY MANAGEMENT ARE LYNX'S HIGHEST PRIORITIES**

All other requests will be of lower priority, additional LYNX priorities are as follows:

- a) Maximize transportation resources to safely and efficiently transport the Urbanized Orlando and Kissimmee seniors and individuals with disabilities
- b) Increase the mobility options for seniors and persons with disabilities across the urbanized portions of the LYNX service area
- c) 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
- Funds will be aimed at being distributed equitably based on size and scope of projects proposed

## Expansions would be eligible, some examples of expansions are:

- Increased passengers served
- Larger service area
- New service offered
- New population is provided services

# LYNX 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
- 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 and availability



# Agency Vanpool Program



## Pricing

- 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

## Vehicle Sizes Available

- 7 Passenger Chevy Traverse
- 10 Passenger Ford Transit van
- 12 Passenger ADA Turtle Top van
- 15 Passenger Ford Transit van



# LYNX Agency Vanpool



## How does Agency Vanpool work?

- LYNX purchases vehicles with funds granted through the FTA
- LYNX leases the vehicle(s) to an Agency for use

## What is included in the Vanpool program?

UNSTANDARD  
REPAIRS & 24 HR  
ROADSIDE

AUTO  
LIABILITY  
INSURANCE

WELL  
EQUIPPED  
VEHICLE

SCHEDULED  
PREVENTATIVE  
MAINTENANCE

MONTH  
-TO-  
MONTH  
LEASE

# LYNX Agency Vanpool



## Maintenance

- National Partners: Firestone, Goodyear, Action Gator, Tire Kingdom, Sears Auto, and Pep Boys
- Coupon Payment Program (No Out of Pocket Expense): This coupon book is digital and can be presented to a vendor when the vehicle is taken in for service.



## 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.



# 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 Workshops

- Tuesday, October 17, 2017 – FDOT District 5
- Wednesday, October 25, 2017 – LYNX Central Station

## Application Questions

- Submitted via e-mail no later than 5:00 p.m. on Friday, November 17, 2017

## CTC Meeting

- Must meet with CTC by Friday, November 17, 2017

## Application Deadline

- DECEMBER 1, 2017 by 5:00 p.m.

# Application Requirements

## For Submission:

- 1 original signed application + 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
- **Applicants will not be contacted to obtain additional information**

APPLICATIONS MUST  
BE **RECEIVED** BY  
DECEMBER 1, 2017 AT  
5:00 P.M.

# Application Requirements

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> This Checklist   | <input checked="" type="checkbox"/> Proposed Project Description  |
| <input checked="" type="checkbox"/> Applicant's Cover Letter (use LYNX cover letter; see Appendix A)                   | <input checked="" type="checkbox"/> Service Area Maps (LYNX provided maps)  |
| <input checked="" type="checkbox"/> Applicant History  | <input checked="" type="checkbox"/> Federal Certifications and Assurances   |
| <input checked="" type="checkbox"/> Application for Federal Assistance (Standard Form 424 – See Appendix F for sample) | <input checked="" type="checkbox"/> Exhibit A: CTC Coordination Contract  |
| <input checked="" type="checkbox"/> Annual Operating Data (Excel Worksheet)  | <input checked="" type="checkbox"/> Exhibit B: Single Audit Act, or Certification of Exemption from Single Audit Act, if applicable (See Appendix B for sample) |
| <input checked="" type="checkbox"/> Budget (Excel Worksheet)   | <input checked="" type="checkbox"/> Exhibit C: Coordinated Public Transit – Human Services Transportation Plan (See Appendix C for sample)                      |
| <input checked="" type="checkbox"/> Local Match (Excel Worksheet)  | <input checked="" type="checkbox"/> Exhibit D: Copy of the Governing Board's Resolution (See Appendix D for sample)   |
| <input checked="" type="checkbox"/> Fact Sheet (Excel Worksheet)   | <input checked="" type="checkbox"/> Exhibit E: Certification of Equivalent Service (See Appendix E for sample)  |
| <input checked="" type="checkbox"/> Vehicle Inventory (Excel Worksheet)  |   |
| <input checked="" type="checkbox"/> Current System Description   |   |

# Application Requirements

## Current System Description:

- Previously was only required if applicant does not have an active coordination contract with the CTC
- Required as part of all applications now 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 if audited

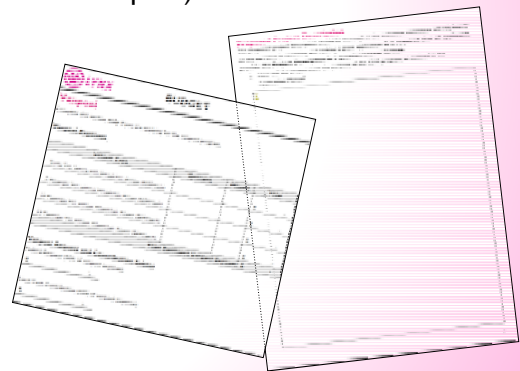
# Application Requirements

## Budget:

- For Vanpool program, 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

## 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 under Question #5 must be in **COLOR**



# 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

## 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)

ONE MILLION TRIPS!

# 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).

## 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.

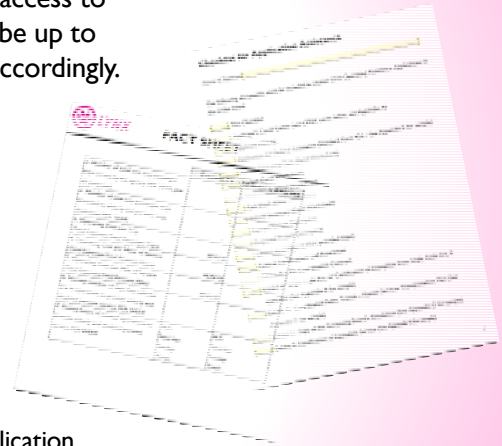
## Reviews and Oversight

- Record Keeping and Audits
- On-Site Reviews

# Selection Process

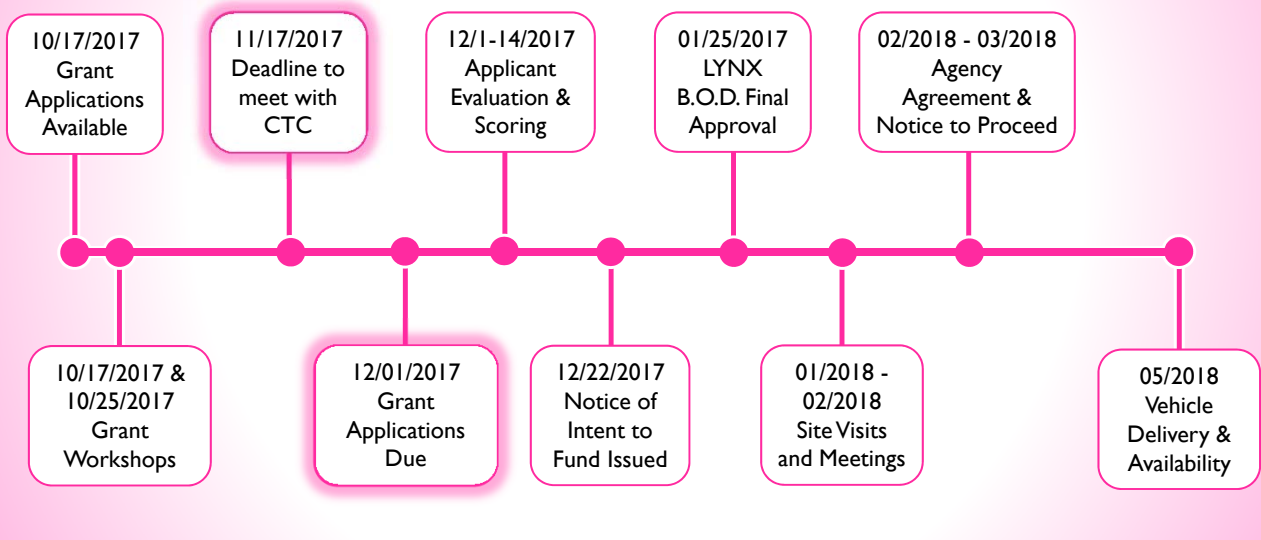


- LYNX will provide a multi-agency evaluation committee access to the applications and the evaluation criteria online. It will be up to the evaluators to read the applications and score them accordingly.
    - Documents (15 max points)
    - Budget (25 max points)
    - System Description (14 max points)
    - 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
- December 15, 2017 – LYNX staff will meet with the 5310 Application Evaluation Committee to review applications, tabulate scores, and create preliminary project rankings.

# TIMELINE



# Questions?



# THANK YOU!



# THANK YOU!

**Contact Us:**

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