



## LYNX Section 5310 GRANT Workshop Fiscal Year (FY) 2026-2027





# PROGRAM CONTACTS



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LYNX

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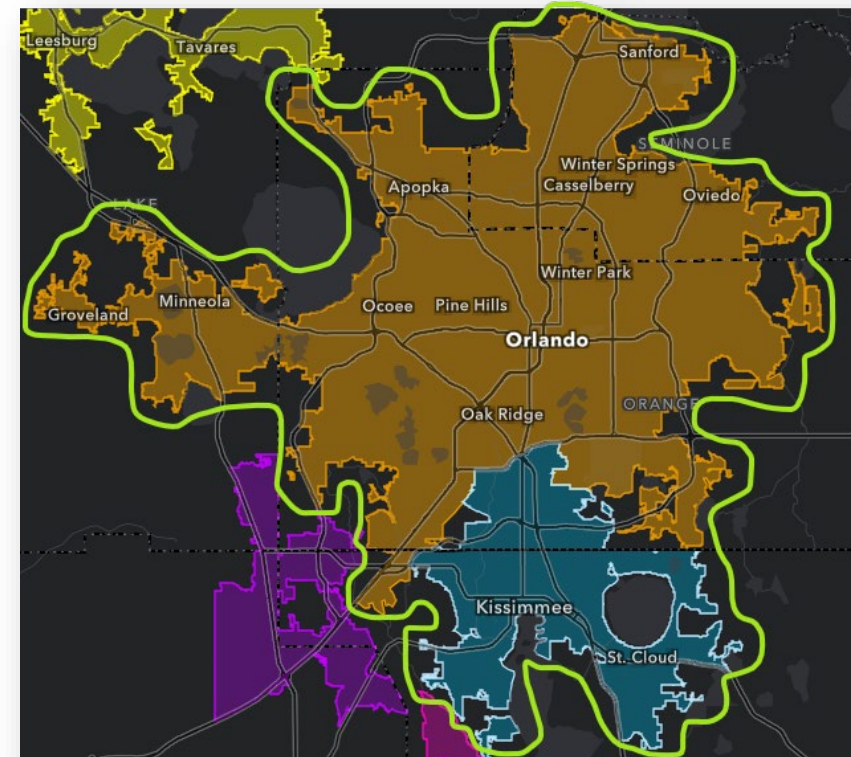
# PROGRAM OVERVIEW

## FTA's Section 5310

Provides financial assistance for public transportation projects planned, designed, and carried out ***to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable*** and projects that exceed the requirement of the ADA, improve access to fixed-route service and decrease reliance by individuals with disabilities on complementary paratransit, and alternatives to public transportation that assist seniors and individuals with disabilities.

## Service Area

Urbanized Areas (UZAs) of  
Orlando & Kissimmee



# PROGRAM OVERVIEW



## FTA 5310 Program

[🏠](#) | [Corporate Info](#) | [Doing Business](#) | [FTA 5310 Program](#)

The Section 5310 program provides financial assistance for capital and operating projects that are public transportation projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable and projects that exceed the requirement of the ADA, improve access to fixed-route service and decrease reliance by individuals with disabilities on complementary paratransit, and alternatives to public transportation that assist seniors and individuals with disabilities.

- [Overview](#) [Eligibility](#) [How to Apply](#) [Human Services Transportation Plan](#)
- [CRRSAA & ARP](#)

### Overview

In 2012, Congress passed a new two-year transportation bill. The Moving Ahead for Progress in

[Advertising](#)

[Disadvantaged Business Enterprise](#)

[ADA](#)

[Title VI](#)

[FTA 5310 Program](#)

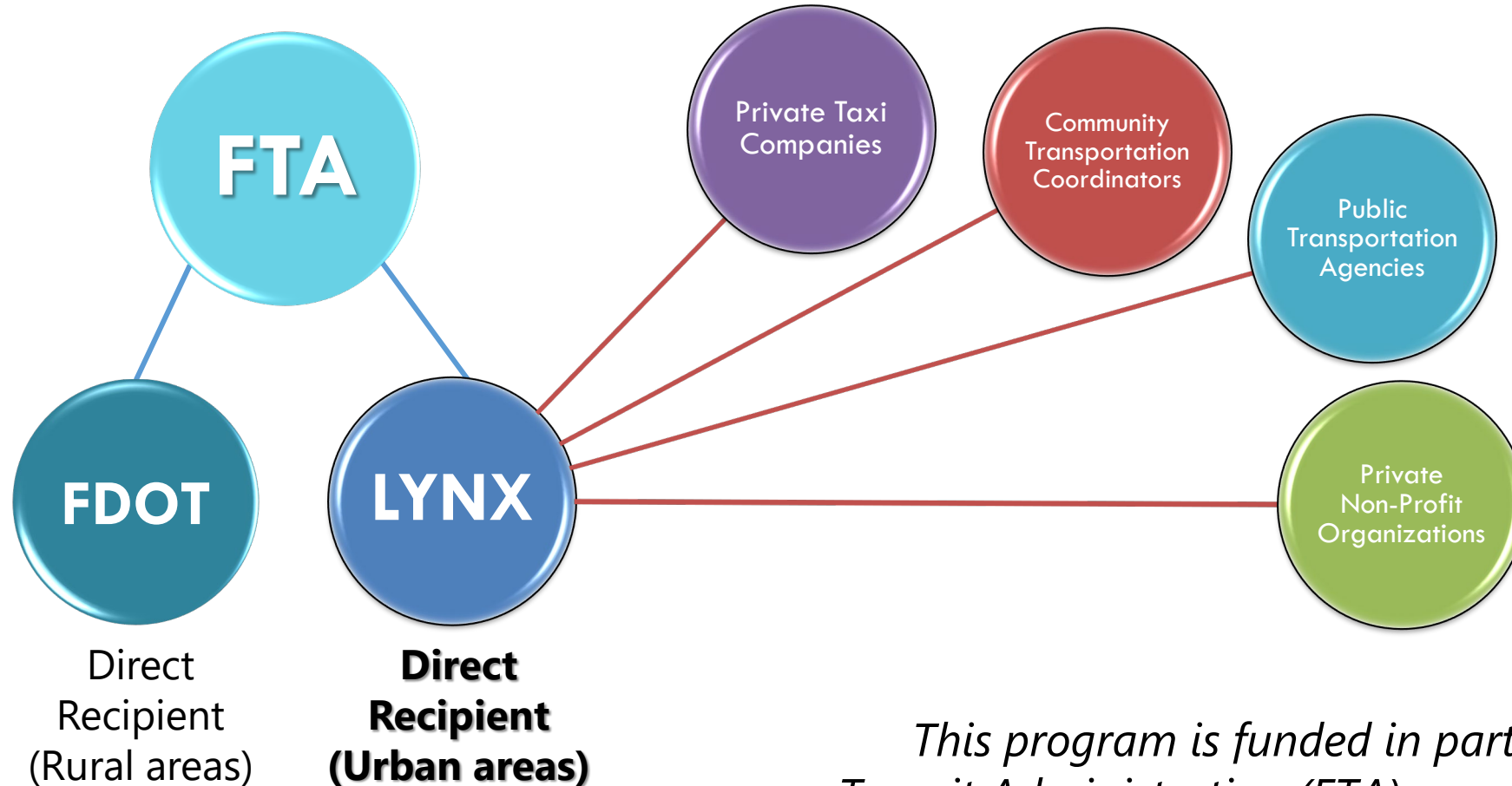
[Media & Filming](#)

[Procurement](#)

[Contact Information](#)



# PROGRAM FUNDING



*This program is funded in part by the Federal Transit Administration (FTA) as authorized under 49 U.S.C. 5310 (CFDA 20.521).*



## REQUIREMENT: TRANSPORTATION DISADVANTAGED COORDINATION CONTRACT

**Agencies  
soliciting  
federal  
award  
funds  
must:**

### **Maintain an active contract with the CTC**

Rule Chapter 41-2.002: "A written contract between the Community Transportation Coordinator and an agency who receives transportation disadvantaged funds and performs some, if not all, of its own transportation services, as well as transportation services to others, when shown to be more effective and more efficient from a total system perspective. The contract reflects the specific terms and conditions that will apply to those agencies that perform their own transportation, as well as joint utilization and cost provisions for transportation services to and from the community transportation coordinator."

### **Complete the monthly and Annual Operating Report**

### **Complete all required on-site/vehicle compliance inspections**



# IS MY AGENCY ELIGIBLE FOR FUNDING?

## FTA 5310 Program

Home | [Corporate Info](#) | [Doing Business](#) | [FTA 5310 Program](#)

The Section 5310 program provides financial assistance for capital and operating projects that are public transportation projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable and projects that exceed the requirement of the ADA, improve access to fixed-route service and decrease reliance by individuals with disabilities on complementary paratransit, and alternatives to public transportation that assist seniors and individuals with disabilities.

Overview	Eligibility	How to Apply	Human Services Transportation Plan
CRRSAA & ARP			

### Eligible Sub-recipients

LYNX does not require grant funding applicants to have active agreements with the CTC, but does require awarded sub-recipients to have active coordination contracts; if an awarded agency did not have an active agreement, time and support will be afforded to establish one.

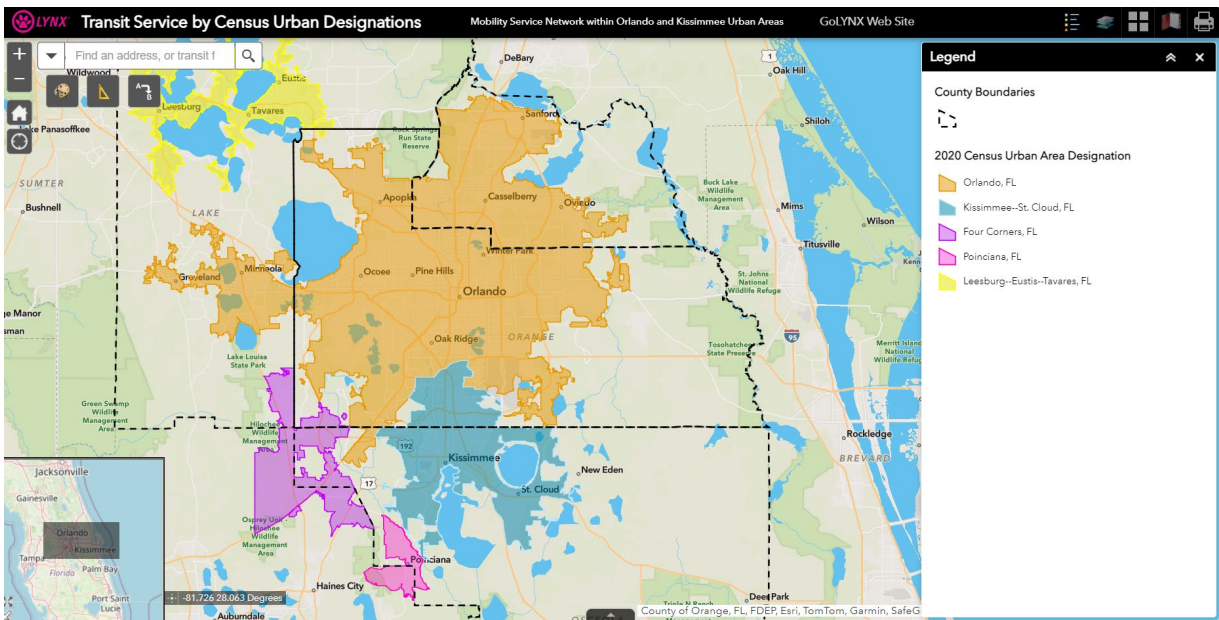
All agencies applying for Section 5310 must meet with the CTC.

Those eligible to apply for Section 5310 funding as a sub-recipient of LYNX include:

1. Private non-profit organizations
2. State or local governmental authorities
3. Operators of public transportation services, including private operators of public transportation services

### Eligible Project Areas

Eligible Sub-recipient should provide service to the urbanized areas of Orlando and Kissimmee. Please follow the link to access the [maps](#).





# IS MY AGENCY ELIGIBLE FOR FUNDING?



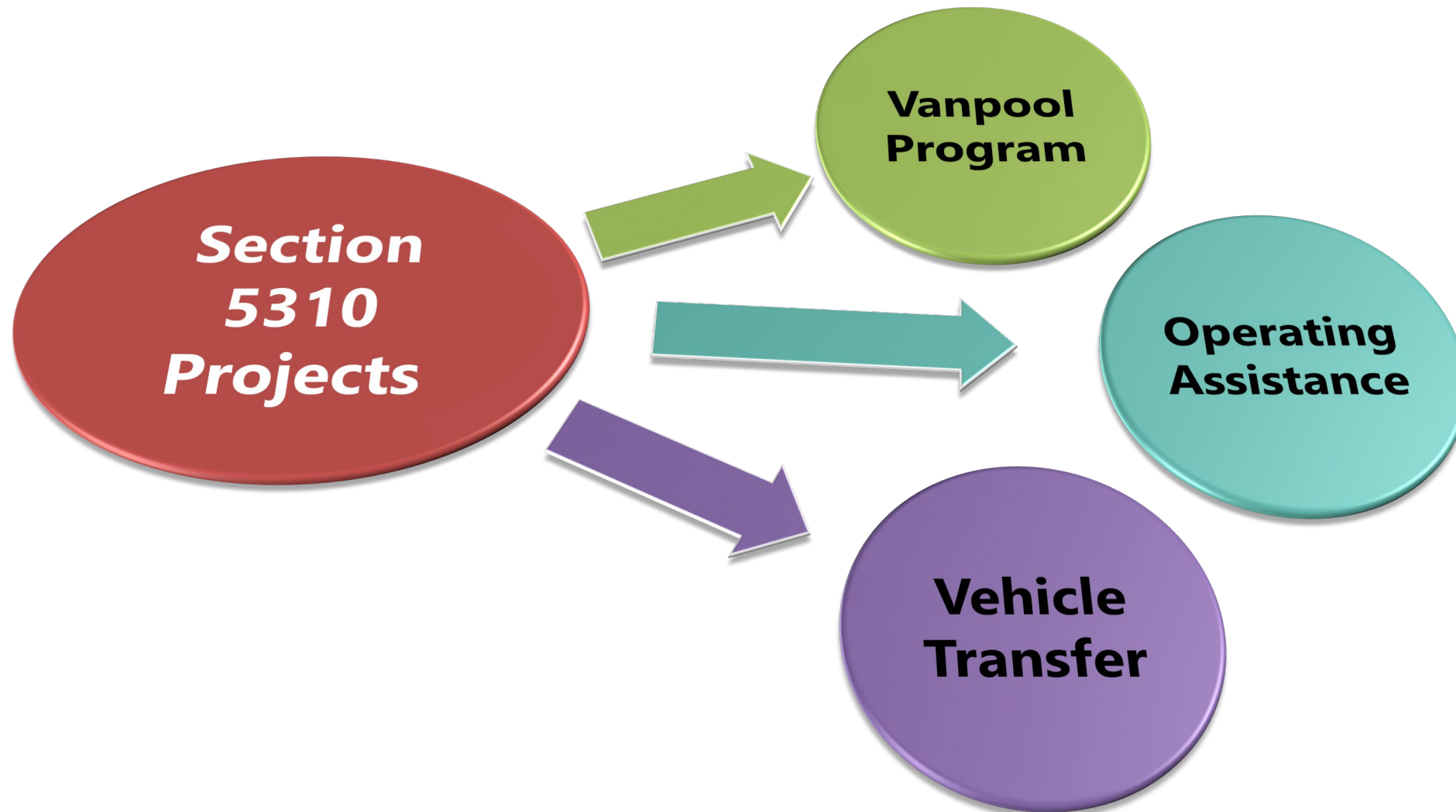
Central Florida Regional Transportation Authority dba LYNX

## SECTION 5310 GRANT APPLICATION FISCAL YEAR 2026-2027

*Enhanced Mobility of Seniors and Individuals with Disabilities  
In accordance with 49 U.S.C. Section 5310 – Fast Act Section 3006*



# ELIGIBLE 5310 PROJECTS



# VANPOOL LEASE PROGRAM

- ✓ Funding Available for **up to two (2) years**
- ✓ Managed by LYNX's current contractor: Enterprise
- ✓ Various bus floor plans (Turtle Top & Vans)  
*\*Specific floorplan requests to suit your operations will be considered.*

## ✓ Reimbursement Program

**50 / 50 \***

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



### Includes:

- ☐ **Preventative Maintenance**
- ☐ **Insurance**
- ☐ **Roadside Assistance**

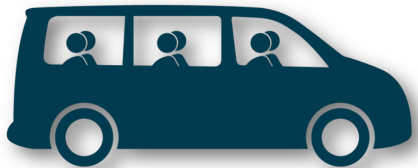


# OPERATING ASSISTANCE PROGRAM

## Reimbursement Program

50 / 50 \*

*\* LYNX will reimburse 50% of the total transportation operating expenses incurred during the award period.*



### Examples:

- Salary
- Fringe benefits
- Fuel for the Vanpool vehicle
- Among others

*Back up documentation required for reimbursement.*



# VEHICLE TRANSFER PROGRAM

LYNX may have retired vehicles (over 200,000 miles) available to be transferred to agencies for use in-line with Section 5310 requirements.



## Requirements:

- ✓ FTA approvals
- ✓ Having an active contract with the CTC

## Agency will be responsible for:

- ✓ Operating the vehicle for at least one year
- ✓ All operating expenses
- ✓ Completing the Annual Operating Report and the monthly trip reporting



# SOLICITATION SCHEDULE

Major Task	Dates
Grant Workshop	September 3, 2025
Period of Questions & Coordination with CTC	September 4 – 18, 2025
Applications Due	October 7, 2025
Recommendation to award	Winter 2025
Pre-Monitoring Process & Notice to Proceed	Summer 2026
Period of Award	October 1, 2026 – September 30, 2028



# WHAT HAS CHANGED?

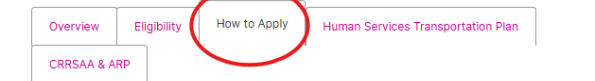
## Funding:

- When determining whether your agency would like to request funds for the FY 2026–2027 cycle, please keep in mind that **funding will be awarded for a period of up to two (2) years.**
- The **next funding solicitation** will take place for the **FY 2028–2029 cycle.**
- All solicitation documents are available on [www.DemandStar.com](http://www.DemandStar.com). For instructions on how to create a free account, please visit: <https://www.golynx.com/corporate-info/doing-business/fta-5310-program.stml>

### FTA 5310 Program

🏠 | [Corporate Info](#) | [Doing Business](#) | FTA 5310 Program

The Section 5310 program provides financial assistance for capital and operating projects that are public transportation projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable and projects that exceed the requirement of the ADA, improve access to fixed-route service and decrease reliance by individuals with disabilities on complementary paratransit, and alternatives to public transportation that assist seniors and individuals with disabilities.



#### Notification of Funding

Upon notice of the annual federal appropriation, LYNX will notify all eligible sub-recipients, including DBEs, via U.S. postal mail, e-mail, and/or public notice regarding the availability of funding and the associated grant application(s).

#### Grant Workshop

The Central Florida Regional Transportation Authority (dba LYNX) will host a grant workshop on September 3, 2025, from 10 a.m. to 11:00 a.m. to discuss the availability of funding under the FY 2026-27 Section 5310 program for the urbanized Orlando and Kissimmee areas, as administered by LYNX. For meetings details, register through [EventBrite](#).

Application packages will be available on September 3, 2025, on [DemandStar](#). Agencies must register to be able to access and upload all solicitation documents. For additional information on the workshop or the LYNX administered 5310 program, please contact Brenda I Garces at [BGarces@golynx.com](mailto:BGarces@golynx.com).

In accordance with the Americans With Disabilities Act of 1990, persons needing a special accommodation at this meeting because of a disability or physical impairment should contact Benjamin Gonzalez at 455 N. Garland Ave, Orlando, FL 32801 407-254-6038, not later than three business days prior to the meeting. If hearing impaired, contact LYNX at 407-423-0787 (TDD).

#### Solicitation

Thank you for expressing an interest in doing business with LYNX. Please consider registering as a vendor by visiting our website at [www.golynx.com](http://www.golynx.com) and clicking on "Procurement" at the bottom of the page. Register under "Vendor Registration" and you will receive an email confirmation. This will also prompt you to register in DemandStar/OpenBids [DemandStar](#). Once registered with DemandStar/OpenBids, you will receive notifications of any solicitations with the same commodity codes you chose. Make sure to choose all commodity codes that align with your business so that you receive the notifications.

- [How to create a free bid account on DemandStar/OpenBids](#)
- [Frequently Asked Questions](#)

Advertising

Disadvantaged Business Enterprise

ADA

Title VI

FTA 5310 Program

Media & Filming

Procurement

#### Contact Information

455 N. Garland Ave.  
Orlando, FL 32801  
P: (407) 841-LYNX (5969)  
[inquiry@golynx.com](mailto:inquiry@golynx.com)



# WHAT HAS CHANGED?

## DemandStar/OpenBids

### VENDOR REGISTRATION

LYNX

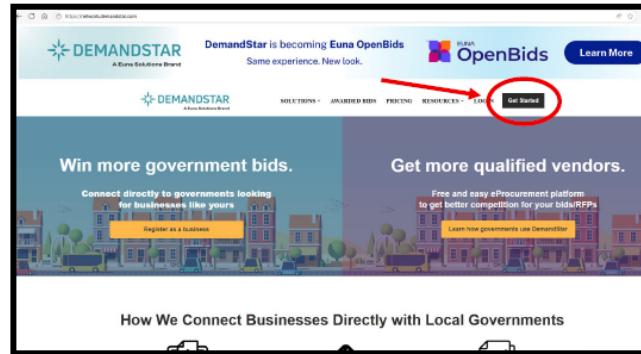
Thank you for expressing an interest in doing business with LYNX. Please consider registering as a vendor by visiting our website at [www.golynx.com](http://www.golynx.com) and clicking on "Procurement" at the bottom of the page.

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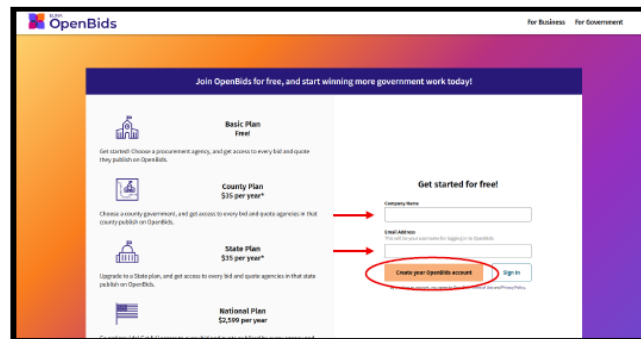
How to create a free bid account on DemandStar/OpenBids Guide

Step by Step Guide on how to create a free bid account on DemandStar/OpenBids

Step #1: Click on "Get Started".



Step #2: Type your Company Name and Email, then click the "Create your OpenBids account" button.



How to create a free bid account on DemandStar/OpenBids Guide

Step #3: Complete Sections 1 through 4

**Section 1:** Type your Agency Name, select the state and county. Then click on the matching address below.

**Section 2:** A commodity code is required in order to view solicitations that match your services or areas of interest. For the Section 5310 Solicitation, please enter **001-952-94** as the commodity code, then click "Continue" to proceed. Feel free to add any additional commodity codes that align with the services your agency provides. This will help ensure you receive notifications for future solicitation opportunities that match your services.

# WHAT HAS CHANGED?

## DemandStar/OpenBids

Bid Details

LYNX FY2026-2027 Section 5310 Program

Upcoming

Your bid is set to broadcast on Sep 3, 2025 8:00am (EDT). You can make edits to your bid within 18 hours, 53 minutes, 03 seconds. After that your bid will be broadcast within 20 minutes.

...

Planholders

...

Broadcast to

13

Supplemental Suppliers

...

Watchers

...

Post Bid Viewers

Bid Details

Agency Name

Central Florida Regional Transportation Authority d/b/a LYNX

Bid Writer

Brenda Garces

Bid ID

RFP-LYNX FY2026-2027 Section 5310 Program-0-2026/BG

Bid Type

RFP - Request for Proposal

Broadcast Date

Sep 3, 2025 8:00am (EDT)

Fiscal Year

2026

Due

Oct 7, 2025 5:00pm (EDT)

Bid Status Text

None

Additional Registration (NEW)

NONE

Broadcast List Filtered

State

Florida

City

orlando

Self Declaration

Certifications

Commodity Code:  
001-952-94

Documents

Download all documents

Filename	Type	File Type	File Size	Date Modified	Status
<a href="#">Standard Form 424</a>	Bid Document / Specifications	PDF	244.77 KB	Aug 29, 2025	Complete
<a href="#">Required Forms</a>	Bid Document / Specifications	XLSX	56.53 KB	Aug 29, 2025	Complete
<a href="#">Grant Application</a>	Bid Document / Specifications	PDF	14.49 MB	Aug 29, 2025	Complete
<a href="#">Application Manual</a>	Bid Document / Specifications	PDF	1.04 MB	Aug 29, 2025	Complete



# DEADLINE

**Deadline:**  
**October 7, 2025**  
**by 5:00 pm**

The solicitation will close at exactly 5:00 p.m. and DemandStar will not allow any additional document uploads beyond that time.

All required files must be uploaded in full prior to the deadline to be considered for this opportunity.



Central Florida Regional Transportation Authority dba LYNX

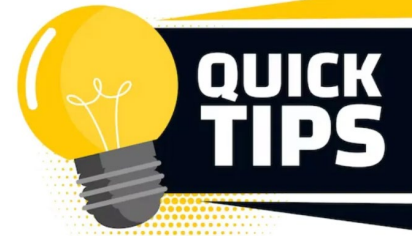
## **SECTION 5310**

### **GRANT APPLICATION**

### **FISCAL YEAR 2026-2027**

*Enhanced Mobility of Seniors and Individuals with Disabilities  
In accordance with 49 U.S.C. Section 5310 – Fast Act Section 3006*

# RECOMMENDATIONS



Read LYNX's  
Transportation  
Disadvantaged  
Service Plan.

Do not copy and paste  
information from a  
previous application!  
**Show how you have  
improved.**

The **Authorized  
Representative** signing  
forms **MUST** be the same  
person **designated in the  
Board Resolution.**

**Do not change the  
format of the  
application** (PDF, Excel).

Maps must be in **COLOR**  
and inserted into the pdf  
(Proposed Project  
Description, question 5-b).

Please review the application  
as soon as possible so you  
can submit any questions  
during the **Question Period,**  
**which runs from  
September 4–18.**

# APPLICATION



Central Florida Regional Transportation Authority dba LYNX

## SECTION 5310 GRANT MANUAL FISCAL YEAR (FY) 2026-2027

*Enhanced Mobility of Seniors and Individuals with Disabilities  
In accordance with 49 U.S.C. Section 5310 – Fast Act Section 3006*



Central Florida Regional Transportation Authority dba LYNX

## SECTION 5310 GRANT APPLICATION FISCAL YEAR 2026-2027

*Enhanced Mobility of Seniors and Individuals with Disabilities  
In accordance with 49 U.S.C. Section 5310 – Fast Act Section 3006*

### CHECKLIST FOR APPLICATION ASSISTANCE

Name of Applicant:

The following documents must be included in Section 5310 Operating, Vanpool and Capital Assistance Applications in the order listed:

#### Application:

- ☐ Checklist for Application Assistance
- ☐ Applicant's Cover Letter (Use Template Provided)
- ☐ Agency Information
- ☐ Current System Description
- ☐ Budget Considerations
- ☐ Proposed Project Description
- ☐ Service Area Maps ([LYNX provided map](#))

#### Annual Operating Data: ([Excel Forms](#))

- ☐ Form 1: Sections 1-4
- ☐ Form 2: Funding Request
- ☐ Form 3: Local Match Requirement
- ☐ Form 4: Fact Sheet
- ☐ Form 5: Vehicle Inventory

#### Required Forms:

- ☐ Application for Federal Assistance (Standard Form 424)
- ☐ Federal Certifications and Assurances
- ☐ Exhibit A: CTC Coordination Contract
  - ☐ CTC Required Meeting Date
  - ☐ Previous AOR submitted to CTC (if current coordinating agency)
- ☐ Exhibit B: Single Audit Act, or Certification of Exemption from Single Audit Act
- ☐ Exhibit C: Coordinated Public Transit – Human Services Transportation Plan
- ☐ Exhibit D: Governing Board's Resolution
- ☐ Exhibit E: Certification of Equivalent Service



# APPLICATION

LYNX FY 2026-2027 Section 5310 GRANT APPLICATION

FORM 1: ANNUAL OPERATING DATA

Section 1: Agency Information

Report Date:

Agency Name:

Address:

Contact Person:

Phone Number:

Email:

As an authorized Representative of this company, I hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

Period Covered: July 1, 2024 - June 30, 2025

Section 2: Trip Information

One-Way Passenger Trips by Passenger Type

Elderly	3,481
Disabled	10,000
Other	
Total	13,481

Unduplicated Passenger Head Count

Elderly	879
Disabled	7,000
Other	
Total	7,879

One-Way Passenger Trips by Purpose

Medical	13,481
Employment	
Education	
Nutritional	
Life Sustaining	

Unmet Trip Requests

Medical	
Employment	
Education	
Nutritional	
Life Sustaining	

View Burden Statement

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

Application for Federal Assistance SF-424

\* 1. Type of Submission:  
☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

\* 2. Type of Application:  
☒ New  
☐ Continuation  
☐ Revision

\* If Revision, select appropriate letter(s):  
  
\* Other (Specify):

\* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

\* a. Legal Name:

\* b. Employer/Taxpayer Identification Number (EIN/TIN):

\* c. UEI:

d. Address:  
\* Street1:   
\* Street2:   
\* City:   
\* County/Parish:   
\* State:   
\* Province:   
\* Country:   
\* Zip / Postal Code:

e. Organizational Unit:  
\* Department Name:   
\* Division Name:

f. Name and contact information of person to be contacted on matters involving this application:  
\* Prefix:   
\* First Name:   
\* Middle Name:   
\* Last Name:   
\* Suffix:   
\* Title:   
\* Organizational Affiliation:   
\* Telephone Number:   
\* Fax Number:   
\* Email:

TRANSPORTATION DISADVANTAGED COORDINATION CONTRACT

This Transportation Disadvantages Coordination Contract (the "Contract") is made and entered into by and between the Central Florida Regional Transportation Authority d/b/a LYNX (the "Authority"), a body politic and corporate created by Part III, Chapter 343, Florida Statutes, and  (hereafter designated as "Agency").

WITNESSETH:

WHEREAS, the Authority is an agency of the state created by Part III, Chapter 343, Florida Statutes, and is authorized to plan, develop, own, purchase, lease and otherwise maintain, operate and manage a regional public transportation system and public transportation facilities in its tri-county service area, including Orange, Seminole and Osceola Counties, and provide services for the transportation disadvantaged; and

WHEREAS, the Authority has been designated as the Community Transportation Coordinator (the "Coordinator") (as defined in Chapter 427, Fla. Stat. (1991) (the "Act") and Rule 41-2, Fla. Admin. Code (the "Rule")), by the Commission for the Transportation Disadvantaged (the "CTD"), whose address is 605 Suwannee Street, MS-49, Tallahassee, Florida 32399-0450, Attention: Executive Director, to serve as Coordinator for its tri-county service area pursuant to the terms of the Memorandum of Agreement between the CTD and the Authority, Contract No. TD1375, with an effective date of July 1, 2013 (the "Memorandum"), a copy of which is available upon request; and

WHEREAS, the Agency, as a condition of receiving financial assistance and to comply with the Act and applicable rules and regulations, is required to coordinate its delivery of transportation services with the Coordinator; and

WHEREAS, this Contract is being provided to Agency as a courtesy to allow Agency to directly bill state or federal funding sources for transportation services, when authorized by and in full compliance with said state or federal funding source, and is intended to evidence their respective compliance with the Act, the Rule and other applicable state or federal laws.

NOW, THEREFORE, in consideration of the premises herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Authority and the Agency agree as follows:

1. Recitals:

1.01 The recitals set forth above are true and correct and are incorporated herein by reference.

50708734.3

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FORM #1: ANNUAL OPERATING DATA

Support for Budget and Fact Sheet including data from July 1, 2024, through June 30, 2025 (Sections 1-4)

LYNX FY 2026-2027 Section 5310 GRANT APPLICATION  
FORM 1: ANNUAL OPERATING DATA

Section 1: Agency Information

Report Date:	9/3/2025
Agency Name:	LYNX
Address:	455 N Garland Ave, Orlando FL 32801
Contact Person:	Brenda I Garces
Phone Number:	407-254-6101
Email:	<a href="mailto:bgarces@golynx.com">bgarces@golynx.com</a>
<i>As an authorized Representative of this company, I hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.</i>	
Period Covered:	July 1, 2024 - June 30, 2025

Section 2: Trip Information

One-Way Passenger Trips by Passenger Type		Unduplicated Passenger Head Count	
Elderly	3,481	Elderly	879
Disabled	10,000	Disabled	7,000
Other	0	Other	
Total	13,481	Total	7,879

One-Way Passenger Trips by Purpose	Unmet Trip Requests

# FORM #2: Funding Request

## Funding Request

During this solicitation cycle, agencies will have the option to request funding for a period of up to two (2) years.

Please use caution when completing these forms, as Section I: Vanpool Program Request and Section II: Operating Assistance Request each provide options for either 12 months or 24 months of funding. **ONLY complete the section that applies to your request.**

For the Vanpool Request, enter the number of vehicles and indicate whether the lease will include insurance or not. The pricing provided reflects the total cost for the entire period (either 12 or 24 months).

### LYNX FY 2026-2027 Section 5310 GRANT APPLICATION FORM 2: FUNDING REQUEST

#### I. Vanpool Program Request

Complete this section **ONLY** if you are applying for the Vanpool program.

##### Vanpool Lease Expenses

Note: Lease assistance costs have been calculated based on one (1) or two (2) years of funding (12 or 24 months). The amounts listed reflect estimates for coverage using either our insurance or the agency's private insurance (*\*the use of private insurance must be approved by the Lease Contractor prior to signing the agreement*). These totals are based on cost projections as of September 2025. Please note that prices are subject to change and may vary over time.

ONLY complete the table that corresponds to the funding period you are requesting, either 12 months or 24 months, and select the column that indicates if the vehicle includes our insurance or private insurance. DO NOT FILL OUT BOTH TABLES.

Vehicle Type and Funding Period	Quantity	Cost with Insurance	* Cost without Insurance	Sub-total
<b>One Year (12 months) of Funding</b>				
Passenger Van with Wheelchair access				\$ -
Passenger Van without Wheelchair access				\$ -
Cutaway (Turtle Top) Bus with Wheelchair access				\$ -
Sub-total for One Year of Funding				\$ -
<b>Two Years (24 months) of Funding</b>				
Passenger Van with Wheelchair access				\$ -
Passenger Van without Wheelchair access				\$ -
Cutaway (Turtle Top) Bus with Wheelchair access				\$ -
Sub-total for Two Years of Funding				\$ -

Vanpool Request & Contribution	
Federal Request (50% of Vanpool Expenses)	\$ -
Local Match Contribution (50% of Vanpool Expenses)	\$ -
<b>Total Vanpool Cost</b>	<b>\$ -</b>

Please, identify the purpose of your vehicle requests: the agency intends to (1) extend your current lease (maintain current inventory), (2) replace your current inventory, or (3) add an additional vehicle to expand your transportation services.

Vehicle Type	Extend the current Lease	Vehicles for Replacement	Vehicles for Expansion
Passenger Van with Wheelchair access			
Passenger Van without Wheelchair access			
Cutaway (Turtle Top) Bus with Wheelchair access			
<b>Vehicles Requested</b>	<b>0</b>	<b>0</b>	<b>0</b>



# FORM #2: Funding Request

## LYNX FY 2026-2027 Section 5310 GRANT APPLICATION FORM 2: FUNDING REQUEST

### I. Vanpool Program Request

Complete this section **ONLY** if you are applying for the Vanpool program.

#### Vanpool Lease Expenses

**Note:** Lease assistance costs have been calculated based on one (1) or two (2) years of funding (12 or 24 months). The amounts listed reflect estimates for coverage using either our insurance or the agency's private insurance (*\*the use of private insurance must be approved by the Lease Contractor prior to signing the agreement*). These totals are based on cost projections as of September 2025. Please note that prices are subject to change and may vary over time.

**ONLY** complete the table that corresponds to the funding period you are requesting, either 12 months or 24 months, and select the column that indicates if the vehicle includes our insurance or private insurance. **DO NOT FILL OUT BOTH TABLES.**

Vehicle Type and Funding Period	Quantity	Cost with Insurance	* Cost without Insurance	Sub-total
<b>One Year (12 months) of Funding</b>				
Passenger Van with Wheelchair access				\$ -
Passenger Van without Wheelchair access				\$ -
Cutaway (Turtle Top) Bus with Wheelchair access				\$ -
Sub-total for One Year of Funding				\$ -
<b>Two Years (24 months) of Funding</b>				
Passenger Van with Wheelchair access				\$ -
Passenger Van without Wheelchair access				\$ -
Cutaway (Turtle Top) Bus with Wheelchair access				\$ -
Sub-total for Two Years of Funding				\$ -

# FORM #2: Funding Request

## II. Operating Assistance Request

Complete this section **ONLY** if you are applying for Operating Assistance.

### Project Related Operating Expenses

Please provide detailed expenses for all services proposed in this application, covering a funding period of one or two (2) years (12 or 24 months). Include additional line items as necessary to ensure all costs share fully and accurately represented. If you use categories such as "Other" or "Miscellaneous," clearly specify the items or services included under these categories within the Budget Consideration section of the application.

Estimated expenses, if grant is awarded.

Year One Calculations		Year Two Calculations	
Labor & Fringe Benefits	\$ 402,076.00	Labor & Fringe Benefits	
Services	\$ 107,624.00	Services	
Materials & Supplies	\$ 10,070.00	Materials & Supplies	
Utilities	\$ 50,244.00	Utilities	
Casualty & Liability	\$ 46,078.00	Casualty & Liability	
Miscellaneous	\$ 4,428.00	Miscellaneous	
Leases & Rentals	\$ 12,600.00	Leases & Rentals	
Interest	\$ -	Interest	
Vanpool Lease	\$ 33,120.00	Vanpool Lease	
Other	\$ -	Other	
Estimated Total:	\$ 666,240.00	Estimated Total:	\$ -

Number of Proposed Trips if grant is Awarded for Year One	Expected Expenses if Grant is Awarded less Vanpool lease cost*	Cost per Trip	Total
12,000	\$ 666,240.00	\$ 55.52	\$ 666,240.00

# FORM #2: Funding Request

## III. Vanpool Transfer Program

Complete this section **ONLY** if you are applying for the Vanpool Transfer Program.

Vehicle Type	Quantity
Passenger Van with Wheelchair access	
Passenger Van without Wheelchair access	
Turtle Top Bus with Wheelchair access	
Total Estimated Vanpool Expenses	0

## IV. Total Project Request & Contribution

Funding	Subtotal
<b>Federal Request</b>	
(Vanpool Subtotal + Operating Assistance Subtotal)	\$ 333,120.00
<b>Local Cash Contribution</b>	
(Vanpool Subtotal + Operating Assistance Subtotal) +	\$ 333,120.00
Total Project Cost:	\$ 666,240.00



# FORM #3: Local Match Requirement

LYNX FY2026-2027 Section 5310 GRANT APPLICATION  
FORM 3: LOCAL MATCH REQUEST

Local Match Requirement

Please identify the specific sources of local match funding, both public and private, that will be used to support your proposed project. Applicants may include funds from other federal programs as local match only if those funds are eligible to be used for transportation purposes, *excluding any funds from USDOT/FTA programs*. For each source listed, include the dollar amount that will be contributed as part of the local match.

Source	Amount
Agency for Persons with Disabilities	\$ 100,000.00
Local Government	\$ 25,000.00
Private Pay	\$ 25,000.00
Local Match Commitment	\$ 150,000.00
Total Project Cost	
Federal Request (50% of Vanpool & Operating)	\$ 150,000.00
Local Match Commitment (50% of Vanpool & Operating)	\$ 150,000.00
Total Cost	\$ 300,000.00

Please, attach documentation of match funds. Proof may consist of, but not be limited to:

- Transportation Disadvantaged (TD) allocation,
- Written statements from county commissions, state agencies, city managers, mayors, town councils, organizations, accounting firms and financial institutions.

Completed by: Brenda I Garces  
Date: 8/20/2025

Describe the sources and amounts of Local Match.

Include all other funds received for transportation purposes.

Local Cash Contribution amount from Form #2 must match Total Local Match on this form.



# FORM #4: Fact Sheet

## LYNX FY 2026-2027 Section 5310 GRANT APPLICATION

### FORM 4: FACT SHEET

#### FACT SHEET

	Previous Fiscal Year*	Projection if Grant is Awarded for One Year	Calculations (if grant is awarded) ~ Do not leave in blank ~	Projection if Grant is Awarded for Two Years	Calculations (if grant is awarded) ~ Do not leave in blank ~
Number of total one way passenger trips served by the agency PER YEAR (for all purposes)	13,481		How was the calculation done.		
Number of one way passenger trips provided to elderly and persons with disabilities PER YEAR	13,481				
Number of unduplicated Persons with Disabilities and Elderly served PER YEAR	7,879				
<b>Urbanized Operating Cost per Trip</b> <i>Formula:</i> <i>Total Expenses - Vanpool Lease 5310 ÷ Total Passenger Trips</i>	\$ 60.24				
<b>Operating Cost per Hour of Service</b> <i>Formula: Total Expenses ÷ Total Revenue Hours</i>	\$ 155.50				
<b>Operating Cost per Mile of Service</b> <i>Formula: Total Expenses ÷ Total Revenue Miles</i>	\$ 19.44				
Normal number of days that vehicles are in operation to provide elderly and disabled persons service PER WEEK	7.0				
Posted hours of normal operations to provide elderly and disabled persons service PER WEEK (please insert total of hours, for example 45, 60).	M-F: 120.0	M-F:		M-F:	
	Sat: 24.0	Sat:		Sat:	
	Sun: 24.0	Sun:		Sun:	
	Total: 168.0	Total:	-	Total:	-

\*Data from previous Fiscal Year (FY) is automatically populated from the Annual Operating Report (Form 1)

# FORM #5: Vehicle Inventory

Please include your current vehicle inventory as well as the anticipated/requested vehicles.

[illegible]



# PROJECT SELECTION

## Multi-agency Evaluation

- ✓ A multi-agency committee will review the applications and score them based on the evaluation criteria.

## Internal Evaluation

- ✓ Subrecipient risk assessment
- ✓ Fact Sheet



### Criteria:

- |   |                     |
|---|---------------------|
| <input type="checkbox"/> Documents          | 22 points max       |
| <input type="checkbox"/> Agency Information | 2 points max        |
| <input type="checkbox"/> System Description | 18 points max       |
| <input type="checkbox"/> Budget             | 25 points max       |
| <input type="checkbox"/> Proposed Project   | 28 points max       |
| <input type="checkbox"/> Overall Impression | <u>5 points max</u> |

**Max Score: 100 points**

# AWARD REQUIREMENTS

## Regional Coordination Efforts

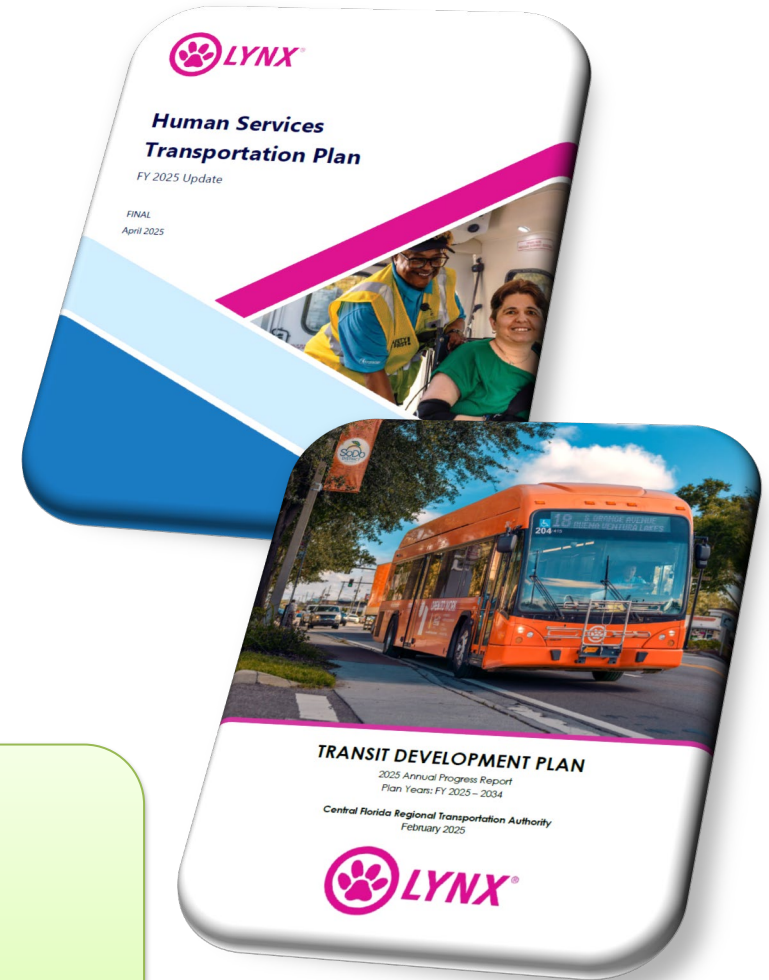
- 🐾 LYNX's Human Services Transportation Plan (HSTP)

## Vehicle Use

- 🐾 Maintenance Requirements
- 🐾 Transport seniors and individuals with disabilities

## Reviews and Oversight

- 🐾 Record Keeping Audits
- 🐾 Virtual Desktop Reviews
- 🐾 Pre & Post Award Monitoring



# AWARD REQUIREMENTS

## Reporting

- Monthly Operating Data
- Monthly Invoices
- Quarterly Progress Reports
- CTC Reporting & Annual Inspections

**National Transit Database Reporting**

VANPOOL ☒ OPERATING ☐

Agency Name: LYNX  
Van # 07LA-123456  
Reporting Month: January 2024

Day of Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Total
One-Way Passenger Trips	31	0	0	73	27	14	34	32	0	0	38	25	14	37	29	0	0	22	15	61	0	29	0	0	25	3	12	0	17	0	492	
Vehicles Operated	1	0	0	1	1	1	1	1	0	0	1	1	1	1	1	1	0	0	0	1	0	0	0	0	1	1	1	1	1	1	1	
Total Vehicle Miles	91	0	0	79	112	4	62	48	0	0	73	49	4	229	88	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Total Vehicle Hours	16.25	0	0	15.75	14.75	1	10	16	0	0	16.5	13.25	1.5	10.75	16.5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Total Revenue Miles	65	0	0	58	73	4	45	29	0	0	42	31	4	209	65	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Total Revenue Hours	15.75	0	0	15.75	14.5	1	10	15	0	0	16	13.25	1.5	10.75	16.5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		

Vehicle Miles and Hours = From the time the vehicle leaves the garage to the time the vehicle returns to the garage.  
Revenue Miles and Hours = From the time of the first passenger pick-up to the time of the last passenger drop-off, less any significant breaks in service.

**Revenue Vehicle System Failures** (Mechanical failure of vehicle that occurs in revenue service or deadhead operation, in which the vehicle is not able to complete its scheduled revenue trip or start its next one.)

Major: ☒ Major = Actual movement is limited or the vehicle cannot be operated safely.  
Other: ☒ Other = Policy prevents vehicle from continuing in service even though physically able to continue.

**Urbanized Area One-Way Passenger Trips (For Billable Trips only - this Total should match your Invoice Total)**

Orlando → Orlando	275
Orlando → Kissimmee	75
Orlando → Seminole	43
Kissimmee → Kissimmee	
Kissimmee → Orlando	69
Kissimmee → Seminole	
Seminole → Seminole	
Seminole → Orlando	30
Seminole → Kissimmee	
<b>Total</b>	<b>492</b>

\*Comments: On January 28, 2024 the vehicle was removed from service for maintenance and repairs.

2/16/2024

**Monthly Annual Operating Report Data**

**Organization Information**

County(ies): Orange Osceola

Report Date: Jan 1, 2024-Jan 31, 2024

Period Covered: Jan 1, 2024-Jan 31, 2024

Agency Name: Agency Information

Address:  FL Zip Code: 34741

City:

Contact Person:

Title: Executive Director

Phone:

Cell/Alternate Phone:

Fax:

Email:

Organization Type: ☒ Private Non-Profit ☐ Private For Profit

Agency Certification:

I,  as the authorized Agency Representative, hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

Representative's Signature:  Date: 2/18/24

Page 1 of 6 2/8/2024

# WHO SHOULD I CONTACT?



**Brenda Garces**  
**LYNX**

[BGarces@golynx.com](mailto:BGarces@golynx.com)

Questions related to the application and Section 5310 Program.



**Selita Stubbs**  
**CTC**

[SStubbs@golynx.com](mailto:SStubbs@golynx.com)

To set up a meeting if you are applying for funding for the first time or if your project is totally changing.



**Luis Benitez**  
**Enterprise**

[luis.benitez@em.com](mailto:luis.benitez@em.com)

Questions related to Vehicles and Insurance





# REMINDER

**Application is due:**  
**October 7, 2025**  
**by 5:00 pm**

Access and upload all  
solicitation materials on  
[www.DemandStar.com](http://www.DemandStar.com)



Central Florida Regional Transportation Authority dba LYNX

## **SECTION 5310**

### **GRANT APPLICATION**

### **FISCAL YEAR 2026-2027**

*Enhanced Mobility of Seniors and Individuals with Disabilities  
In accordance with 49 U.S.C. Section 5310 – Fast Act Section 3006*

# LYNX SECTION 5310 PROGRAM



[FTA 5310 Program | Public Transportation in Orange, Seminole & Osceola \(golynx.com\)](https://www.golynx.com)

