

Fiscal Years 2027 - 2029

**MALHEUR COUNTY 5310 GRANT
PROCUREMENT/APPLICATION**

49 U.S.C. Section 5310

Enhanced Mobility of Seniors and Individuals with Disabilities

Lead Agency:	Malheur County, Oregon
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INTRODUCTION

This manual pertains to applications for Federal Transit Administration (FTA) funding assistance under 49 U.S.C. Section 5310, Enhanced Mobility of Seniors and Individuals with Disabilities Formula Program (Program or 5310 Program), as administered by Malheur County. The purpose of this Program is to improve mobility for seniors and individuals with disabilities when the transportation service provided is unavailable, insufficient or inappropriate to meet these needs.

The announcement for this funding, as well as this manual, is available on the Malheur County website at: www.malheurco.org. The announcement was also advertised in the Argus Observer newspaper on March 18, 2026.

Comments or questions related to the 5310 Program or the application process may be sent to: kross@malheurco.org with the message heading “5310 Comments/Questions”.

APPLICATION TIME FRAME

Application Deadline	RECEIVED BY Friday, April 10, 2026 at 5:00 pm (MST). Late or incomplete applications will not be accepted.
Solicitation Protest, if any	March 30, 2026
Application Evaluation	April 13, 2026 – April 21, 2026
Decision by County Court to Award	April 22, 2026
Award Protest, if any	April 29, 2026
Initial/ Draft Applications to ODOT	May 14, 2026
Final Applications to ODOT	July 16, 2026

SUMMARY OF 5310 PROGRAM

The 5310 Program makes funding available to transit agencies/subrecipients for capital assets, mobility management, contracted or purchased transportation services, and preventive maintenance projects for transportation agencies serving seniors and individuals with disabilities. 5310 funds may not be used for operation projects.

Projects eligible for funding must be derived from the Malheur County Coordinated Public Transit-Human Services Transportation Plan dated October 19, 2022 (Coordinated Plan), which is a plan intended to improve transportation services for persons with disabilities, seniors and people with low incomes.

5310 funds include FTA rural apportionment funds (for “traditional projects” and non-traditional projects”; and Surface Transportation Block Grants (STBG). If applying for both funds, separate applications are required for each fund – one application for rural apportionment and one application for STBG.

This application is open to fund preventative maintenance, purchase of transportation services and mobility management for two years: October 1, 2027 through September 30, 2029. For capital asset projects (e.g., vehicle acquisitions, facilities construction), the grant performance period is four years: October 1, 2027 through September 31, 2031.

ELIGIBILITY OF SUBRECIPIENTS/APPLICANTS AND PROJECTS

A. Lead Agency

Malheur County is the Lead Agency and recipient for all 5310 Program funding.

B. Subrecipients/ Applicants

Eligible subrecipients/applicants for 5310 Program funds include local governmental authorities, a non-profit organization, special districts, and Indian Tribal governments. Private for-profit companies are not eligible for this Program and may only participate as vendors with service contracts or agreements with eligible subrecipients. Transportation services/providers limited to client-only, and not open to the general public, may be eligible for funding if: the client-only provider allows federally funded vehicles to be used by other public transportation providers when the vehicles are not scheduled for client services OR the client-only provider offers rides to non-clients in a coordinated system when vehicles are not scheduled for client services.

C. *Projects or Activities Eligible for Funding:*

1. *Examples and general description of activities/ projects.* The below list of eligible activities is intended to be illustrative, not exhaustive. Subrecipients are encouraged to develop innovative solutions to meet the needs of seniors and individuals with disabilities in our community. Projects must be derived from the Coordinated Plan.

Rural Apportionment (20% local match):

- vehicle acquisitions

examples: buses, vehicles designed to accommodate oversized mobility aids beyond ADA requirements

- facilities construction or rehabilitation

- equipment and other capital assets

examples: benches, shelters, technology – ITS, AVL, MDT or other dispatch system, radio equipment, hardware, software, accessibility improvements

- mobility management

examples: ITS planning and technology for a call center or coordination and dispatch computer system, travel training, operation of transportation brokerage

- purchased transportation services

- preventive maintenance

STBG Funds (10.27% local match):

- vehicle acquisitions

- facilities construction or rehabilitation

- equipment and other capital assets

- mobility management

- purchased transportation services

- preventive maintenance

2. *Capital Assets.* Capital assets are items that cost at least \$5,000 and have a useful life of at least one year.

3. *Vehicles.* All vehicle requests must meet the requirements of the ADA. Subrecipients wishing to purchase non-accessible vehicles must sign a Certification of Equivalency assuring Malheur County they have the ability to meet ADA requirements.

4. *Environmental Compliance.* Projects must comply with all applicable local, state and federal environmental rules and regulations, coordinating with relevant agencies, and managing any environmental review procedures required to fulfill the project scope of work and deliverables. Funding projects must comply with the National Environmental Policy Act (NEPA) and the regulations adopted by FTA to comply with NEPA. It is the subrecipient's responsibility to determine and complete the correct level of environmental review. Payment for projects activities which involve ground disturbance may be contingent on completing the required environmental procedures.

5. *Other Capital Asset Requirements.*

Continued Use. A subrecipient who acquires a capital asset(s) must continually use the asset for the approved purpose for the useful life of the assets(s); and capital asset inventory reporting is required for as long as the capital asset is in use for public transportation.

Real property. To be eligible to receive funds for a real property capital asset (e.g. transit facility, bus barn, maintenance facility, land or administration building), the subrecipient must demonstrate in the application one or more of the following activities, depending on the asset type:

- subrecipient ownership of the property upon which the capital asset will be located;
- possession of an executed lease agreement for the property location where the capital asset will be located for the duration of the useful life of the capital asset;
- in the case of a project that will utilize property owned by a city, county or local government; an executed intergovernmental agreement with the property owner guaranteeing ongoing use for the duration of the useful life of the capital asset; or
- in the case of a project to purchase land, an option to purchase the land identified in the project.

6. *Mobility Management Projects.*

- Mobility management is an eligible capital cost.
- Mobility management is intended to build coordination among providers with the result of expanding the availability of service.
- Mobility management is split in 4 categories: enable mobility access, coordination, public outreach and education and technology.
- Allowable expenses include salary and fringe benefits for mobility management staff, prorated expense of phone service for call center, marketing and educational materials, training for staff, travel training equipment, technology hardware and software for coordinating travel, unifying fare system.
- Expenses not allowed: operating expenses: gas, repair work, utilities; indirect costs, singer provider single mode dispatch and administrative expenses.

7. *Purchased Service Projects.*

Funding can be sought to select a contractor/consultant, through this procurement process, to provide transportation services, operate transit vehicles, provide vehicles, facilities and maintenance for Malheur County. Purchased services includes preventative maintenance of 5310 purchased assets.

D. Threshold Criteria for Eligibility

Threshold criteria are the minimum legal eligibility requirements:

1. Applications must be for eligible services derived from the Coordinated Plan.
2. Applications must be from eligible subrecipients.
3. Applicants must provide evidence of local matching funds (10.27% or 20%).
4. Applicants must ensure compliance with a number of other conditions placed on subrecipients of 5310 funds including, but not limited to: reporting (fiscal, performance, vehicle procurement and capital asset management), 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, and Americans with Disabilities Act.
5. Non-profit agencies must be in good standing and registered with the Oregon Secretary of State Corporation Division.

FUNDING AND LOCAL MATCH FUNDS

The 5310 Program requires a local match from subrecipients. Projects will be funded as follows: 89.73% STBG funds and 10.27% local match; 80% Rural Apportionment funds and 20% local match. The maximum amount of STBG funds to be allocated to Lead Agency Malheur County is \$245,426 (local match \$ 25,205.25); and the maximum amount of Rural Apportionment funds is \$85,697 (local match \$17,139.40).

Local match dollars must be from eligible funding sources and follow FTA guidelines, including:

- Local match funding must be available at the time of grant award.
- Match funding must be spent to qualify as match.
- No federal funds may be drawn without authorization and availability of a sufficient match funding source.
- Subrecipients must certify the use of local match with submission of each invoice.
- Subrecipients are required to provide quarterly reports that account for the use of local funds as match.
- Local funds provided to agencies through state or local sources may be used as match.
- Other local funds and Project income, except fare box revenues, may be used as match.
- USDOT funds used to pay contracted services – contract revenue may not be used as match.
- In-kind contributions as match require pre-approval by ODOT.

PROJECT BUDGET

A project budget must be submitted. A budget template is included in the application.

Applications are completed in electronic form and found on the ODOT webpage at

<https://www.oregon.gov/odot/RPTD/Pages/Funding-Opportunities.aspx> .

The budget must explain how each budget category (e.g., personnel, travel, contracted services) is calculated. A separate budget is required for each application (e.g., rural apportionment, STBG). Applicants must provide a brief justification for each major cost category to substantiate the requested amount. The budget must meet federal requirements/federal cost principle guidance.

CONTRACT MILESTONES

Applicants requesting funds for purchased transportation services; contracted mobility management; and vehicle, equipment and other capital asset acquisitions are to submit procurement or contracting milestones as part of their application.

SOLICITATION AND PROTEST OF SOLICITATION

Malheur County is responsible for conducting an area-wide competitive solicitation and selection process for 5310 program funds. All protests concerning this RFP or solicitation specifications, criteria and/or procedures shall be submitted in writing (defined as being sent or received via letter, email or facsimile on official firm/agency letterhead) to the Malheur County Judge Dan. P. Joyce, 251 B. Street West #5, Vale, Oregon 97918, kross@malheurco.org no later than March 30, 2026. Solicitation protests will be considered and processed consistent with Malheur County FTA Procurement Policy dated December 2019.

APPLICATION, SCORING, AWARD, PROTEST OF AWARD

A. Application Deadline

Applications are due and must be received by Malheur County no later than Friday April 10, 2026 at 5:00 p.m. Late applications will not be accepted. Applications are completed electronically on the ODOT webpage listed below, and then emailed by the applicant to Malheur County at

kross@malheurco.org.

B. Application

Applications are located on the [ODOT Public Transportation Division Funding Opportunities webpage](https://www.oregon.gov/odot/RPTD/Pages/Funding-Opportunities.aspx):

<https://www.oregon.gov/odot/RPTD/Pages/Funding-Opportunities.aspx>

The application is a fillable, web-based document. If there are technical problems using the form, please contact Ryan Phillips at ryan.l.phillips@odot.oregon.gov. If there are questions regarding programmatic or process-specific questions contact kross@malheurco.org or 541-473-5124. Applications can be saved as works in progress and can be completed over multiple sittings. Drop down menus are used. Some questions require a “yes” or “no” response. Some fields require additional information. Additional supporting documents can be uploaded to the

application. When the application is complete select “Submit Application”. A message will be received acknowledging receipt of application. A link to the PDF version of the application will appear that can be opened and saved.

C. Instructions to Complete Application

Be sure to answer each question. Some fields are auto-calculate based on what is entered in previous field; and some fields present additional text boxes based on your response. Fields are self-explanatory. For clarity, please note, the following fields:

Lead Agency:

Lead Agency: Malheur County

Lead Agency Contact Title: County Judge

Lead Agency Contact Email Address: kross@malheurco.org

Lead Agency Contact Telephone No. 541-473-5124

Project Name: Enter a name that is easy to understand and identifies the Project specifically. For example, “Bus washing equipment for Center Street location”; not “equipment”.

Supporting documents. Non-profits that are new or have NOT applied for recent transportation grants, please upload the following documents: articles of incorporation, adopted bylaws, 501(c) 3 approval letter from IRS, registry number with Oregon Secretary of State and a description of transportation services and other grants received by your organization.

You may also upload any files associated with your Project. This may include GIS files, maps, Coordinated Plan documents, compliance documents, agreements etc.

Each application has room for 200 MB of uploaded documents. For larger files consider placing the file on a website or accessible drive such as Dropbox or Google Drive, and linking to the file, rather than uploading it.

D. Scoring Applications

The STIF Advisory Committee will read the applications and score them. Each application/subrecipient can receive a total of 100 base points. Four (4) areas will be scored:

1. Need for Project. Application identifies improvement and specific need met with Project. (10 maximum points).
2. Budget and local match. Budget and local match demonstrate that funding meets 5310 Program criteria and the specialized mobility needs of seniors and individuals with disabilities in the Project is met in a fair and equitable manner for all residents. (25 maximum points).
3. Description and information in proposed Project description: project type and justification, coordination efforts, public involvement, contract milestones set out, demonstrate that Project is derived from the Coordinated Plan, and efficiency and effectiveness of Project. (55 maximum points).
4. Overall completeness, detail and thoroughness of application, understanding of 5310 Program, applicant clearly meets eligibility with organization information and experience of organization. (10 points maximum points).

The above evaluation criteria are based on the submission of clear, complete, and correct application(s). The omission of any required elements will result in the application being disqualified. Interviews/oral project presentations may be conducted at the discretion of the STIF Advisory Committee. If conducted, they will be scored. The scoring of applications and interview, if applicable, by the STIF Advisory Committee will be forwarded to the Malheur County Court.

E. Final Selection By Lead Agency

The Malheur County Court will make a final selection of Projects on April 22, 2026. Any Projects/applicants that are denied can appeal/protest the award.

F. Award Protest/ Appeal Process

Applicants will be given the opportunity to appeal or protest the final funding recommendations; but must use the following process to be recognized as a valid appeal. A letter of appeal/protest must clearly state who is appealing, contact person, address, phone number, email address and detailed grounds for the appeal/protest. Protests shall be limited to those protests alleging a violation of Federal or State law, a challenge to the evaluation and award process, Malheur County's failure to have or follow its protests procedures or Malheur County's failure to review a complaint or protest. Protests shall be submitted in writing (defined as being sent and received via email, letter or facsimile on official firm/agency's letterhead). The appeal/protest must be submitted and received no later than April 29, 2026 to: Malheur County Judge Dan P. Joyce, 251 B. Street West #5, Vale, Oregon 97918 kross@malheurco.org. Protests will be considered and processed consistent with Malheur County FTA Procurement Policy dated December 2019.

SUBRECIPIENT/SELECTED APPLICANT OBLIGATIONS

If awarded funds, the subrecipient will enter into an agreement with Malheur County. The agreement will include, but not be limited to, the following provisions or obligations:

A. Obligation of Grant Funds and Reimbursement of Project Costs

Funds are available to cover costs incurred for Project purposes only. Because 5310 funds are provided on a reimbursement basis, subrecipients must ensure they have adequate cash flow to cover Project expenditures.

B. Fiscal & Managerial Capacity

Section 5310 subrecipients must have and maintain fiscal/managerial capabilities. They are required to have sufficient local funds for match requirements and for maintenance and operation of vehicles/equipment. Failure to properly manage, maintain, and operate vehicles/equipment and Projects could jeopardize existing and future grants.

C. Reporting Requirements

A number of reports are required, which include fiscal, performance, vehicle procurement, capital asset management, asset report entered into OPTIS, inventory data and general periodic reporting. Performance reports document the number of rides, hours, miles, senior rides and disabled passenger rides. Fiscal reports document revenues, expenditures, local contributions, source of contribution and other data as required by the specific funding source. Capital reimbursements are made based on receipts or maintenance descriptions which are used to verify eligible expenses. An annual National Transit Database (NTD) report must be submitted.

D. Compliance with all laws

Subrecipients must be prepared to meet all applicable Federal, State, and local laws and requirements in the areas including, but not limited to: FTA certifications, Civil Rights, Limited English Proficiency, Americans with Disabilities Act, Equal Employment and Opportunity.

E. Record Keeping and Audits

Records must be maintained in an auditable manner during the contract period and for six years after the date of completion of the Project and/or release of the lien or disposition date of the vehicle. The subrecipient must maintain records regarding vehicle trip logs, information on driver safety records and incidents, vehicle insurance, regular and major maintenance and repair, and operating budget(s). The subrecipient should also keep up-to-date records on such aspects as ADA and other Civil Rights program requirements.

F. On Site Reviews

On Site Reviews will be conducted annually and will include an assessment of all applicable federal, state, and Malheur County requirements. A subrecipient may be reviewed by Malheur County, applicable federal agencies, or their designees without notice at any time during the contract period.

Malheur County Contacts

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Ron Jacobs, Malheur County Commissioner
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