

**Fiscal Years 2021 - 2023**

**MALHEUR COUNTY 5310 GRANT  
PROCUREMENT/APPLICATION**

**49 U.S.C. Section 5310**

**Enhanced Mobility of Seniors and Individuals with Disabilities**

Malheur County, Oregon  
Attn: Malheur County Court Judge  
Malheur County Courthouse  
251 B. Street West #5  
Vale, Oregon 97918

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**Introduction**

This application manual pertains to applications for Federal assistance under 49 U.S.C. Section 5310, Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program, as administered by Malheur County. It contains program information, application form, and instructions.

This announcement is available on the Malheur County website at: [www.malheurco.org](http://www.malheurco.org).

Comments or questions related to the 5310 program or the application process may be sent to: [kross@malheurco.org](mailto:kross@malheurco.org) with the message heading “5310 Comments/Questions”.

**APPLICATION TIME FRAME:**

<b>Application Deadline</b>	RECEIVED BY Friday, January 22, 2021 at 5:00 pm (MST). Late or incomplete applications will not be accepted. Applications may be mailed or emailed.
<b>Application Evaluation</b>	January 25, 2021 – February 9, 2021
<b>Decision by County Court to Award</b>	February 10, 2021
<b>Appeal Process, if any</b>	February 11- 24, 2021

## **Summary of Section 5310 Grant Program**

The Section 5310 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”.

This application is open to funding projects for two fiscal years.

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

### **Eligibility**

Eligible recipients include private nonprofit organizations, State or local governmental authorities, and operators of public transportation services including private operators of public transportation services that provide services on a regular basis.

The list of eligible activities below is intended to be illustrative, not exhaustive. Recipients are encouraged to develop innovative solutions to meet the needs of individuals with disabilities in our community.

- Acquisition of transportation services under a contract, lease, or other arrangement. This may include acquisition of American with Disabilities Act (ADA) complementary paratransit services when provided by an eligible recipient or sub-recipient
- Support for mobility management and coordination programs among public transportation providers and other human service agencies providing transportation. Mobility management techniques may enhance transportation access for populations beyond those served by one agency or organization within a community.
- Public transportation projects that exceed the requirements of ADA
- Public transportation projects that improve access to fixed-route service and decrease reliance by individuals with disabilities on ADA complementary paratransit service
- Alternatives to public transportation that assist seniors and individuals with disabilities with transportation.
- Funding to support operations directly associated with the provision of transportation services for elderly and/or disabled persons.

## **Threshold Criteria**

Threshold criteria are the minimum legal eligibility requirements. Applications must be for eligible services, 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 grant funds 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, and Americans with Disabilities.

## **5310 Program Goals and Priorities**

The goal of the Section 5310 program is to improve 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.

Priorities are as follows:

- Maximize transportation resources to safely and efficiently transport seniors and individuals with disabilities, by leveraging available techniques, tools, and technologies.
- Increase the mobility options for seniors and persons with disabilities across Malheur County Service area, in a fiscally sustainable manner.
- Continue to provide for the special needs of elderly and persons with disabilities for whom transportation services are unavailable, insufficient or inappropriate.

## **Funding and Matching Requirements**

These 5310 operating awards will be funded 89.73% federal and 10.27% local cash match. The maximum amount of funds to be allocated is \$206,765, with a local match of \$21,234.

Contract revenue from the provision of transportation services to social service agencies may also be used as local match. The costs associated with providing the contract revenue service must be included in the project budget if using contract revenue as match. STF funding can also be used for local cash match. Any funds committed as match to another Federal program may not be used to match Section 5310 funds.

## **Selection Process**

Malheur County is responsible for conducting an area-wide competitive selection process for the program. Project funding will be determined by a competitive selection process coordinated by Malheur County. The evaluation committee is the three (3) Malheur County Court members.

### *Application Deadline*

Applications are due and must be received by Friday, **January 22, 2021, at 5:00 p.m.** Proposals are to be addressed as follows for either mail, email or hand delivery:

Malheur County Court  
Attn: Dan P. Joyce, Malheur County Court Judge  
Malheur County Courthouse  
251 B. Street West #5 (mailing); Room 106 (hand delivery)  
Vale, Oregon 97918  
kross@malheurco.org

### **Please note: Late or faxed applications will not be accepted.**

1. Fill out the application in its entirety. The application is at the end of this manual. The application consists of questions and budgets. Please be thorough and submit supporting documents, if necessary. Additional information will not be solicited from the applicant. The Application is worth 100 points.
2. Make sure that the figures and data used throughout the application are consistent.

### *Scoring*

The Malheur County Court will read the applications and score them accordingly.

- Each application can receive a total of 100 base points. Four (4) areas will be scored: Budget (25 max points), Organization Description (25 max points), Proposed Project Description (40 max points), and overall impression of application and proposed project (10 points).

### *Evaluation Criteria*

The evaluation criteria above are based on the submission of clear, complete, and correct applications. The omission of any required elements will result in the application being disqualified.

### *Final Selection*

The Malheur County Court will make final approval. Any projects that are denied or funded conditionally are given an opportunity to solicit feedback from Malheur County and/or utilize the appeal process. Agencies or projects that do not meet federal eligibility requirements will not be approved for funding.

### *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 10 calendar days after the postmarked date of decline notice. The appeal will be reviewed by the 5310 program staff at Malheur County. A decision by the 5310 program staff at Malheur County, on appeal, will be final. Letters must be sent via email to Kim Ross at [kross@malheurco.org](mailto:kross@malheurco.org).

## **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 applicants must have the legal authority and fiscal/managerial capability to apply for Federal assistance. Applicants 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 could jeopardize existing and future grants.

### *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.iG 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 Malheur County at time of application.

## **Legal Requirements**

Malheur County as the Designated Recipient for the Section 5310 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 Coordination Efforts**

Malheur County 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.

## **Reporting Requirements**

All sub-recipients will be required to submit quarterly progress reports including grant milestones, financial status, and program measures. Specific reporting requirements include:

- Quarterly Narrative Progress Reports
- Final Narrative Report

## **Reviews and Oversight**

### *Record Keeping and Audits*

Records must be maintained in an auditable manner during the period of contractual obligation to Malheur County and the FTA for six years after the date of completion of the project and/or release of the lien or disposition date of the vehicle. 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.

### *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 sub-recipient may be reviewed by Malheur County, applicable federal agencies, or their designees without notice at any time during this period.

## **Glossary**

**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. Coordinated Plan was adopted September 20, 2016.

**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.

## **Malheur County Contacts**

Lorinda DuBois  
Grant Manager/ County Administrative Officer  
[ldubois@malheurco.org](mailto:ldubois@malheurco.org)  
(541) 473 5183

Stephanie Williams  
Malheur County Attorney  
[swilliams@malheurco.org](mailto:swilliams@malheurco.org)  
(541) 473- 5501

Kim Ross  
Malheur County Court Administrative Assistant  
[kross@malheurco.org](mailto:kross@malheurco.org)  
(541) 473- 5124

Dan P. Joyce, Malheur County Court Judge  
Don Hodge, Malheur County Commissioner  
Ron Jacobs, Malheur County Commissioner  
(541) 473- 5124

# APPLICATION

- 1. Budget. Submit a budget detailing/itemizing the following - (25 points; 5 points each item). This grant is awarded on a biennium basis. Budgets should be estimated for the period July 2021 – June 30, 2023 and based off a current budget (current budget information should also be included as part of application):**
  - a. Operating Budget from all sources of revenue and expenses broken down.
  - b. Transportation budget – identify all sources and amounts of revenue proposed to be used and expenses broken down.
  - c. 5310 funds – total funds requested - - broken down administrative, direct labor, vehicles, etc..
  - d. Local Match – specify amount and source.
  - e. Identify any assumptions used to prepare budget.
  
- 2. Organization Description. Answer the following questions (25 points; 5 points each question):**
  - a. Provide an overview of the organization including its mission, program goals and how transportation fits into the overall organization mission. Include history and experience in providing transportation services.
  - b. Describe organizational structure, type of operation, number of employees and other pertinent organizational information.
  - c. Who is responsible for management and administration of your transportation program?
  - d. Number of transportation employees (drivers, schedulers, dispatchers etc..).
  - e. A detailed description of service routes and ridership numbers.
  
- 3. Proposed Project Description (40 points – 5 points each question):**
  - a. How will the proposed project meet the purpose of the 5310 program?
  - b. Will the proposed project maintain existing services, expand existing services or provide a new service? Explain in detail scope of proposed project and proposed services.
  - c. How does the proposed project fit into the coordinated transportation system plan? Explain how the project was developed or is being implemented to ensure adequate coordination of existing and proposed transportation services.
  - d. Explain geographical area of services.
  - e. Describe contingency plan to avoid service disruption, project’s management plan, milestones and schedule.
  - f. What population(s) will the project serve (elderly, disabled, other transportation disadvantaged groups, general population)?

- g. Will the project be sustainable after initial award, or is it only feasible to provide the service(s) with the support of these funds? Provide expected qualitative and quantitative performance measures.
- h. Describe marketing activities to promote the project and/or service to targeted populations. Submit brochures or ads, if available.

**4. Overall impression by evaluators (10 points):**

Using your professional experience, knowledge and insight, evaluate the overall application package. Be sure to take into account grammar, mathematical calculations, system efficiencies, and alignment with 5310 priorities and funds.

**5. This statement shall appear at the end of the submitted application.**

**“Authorization.** I \_\_\_\_\_ am the person duly authorized to sign this application and provide associated documents attached, if any, on behalf of my organization/agency. I also acknowledge that the information in this application is a public record. To the best of my knowledge and belief, all data in this application is true and correct. My agency will comply with all applicable State and FTA requirements if awarded funds.

\_\_\_\_\_  
Signature of Authorized Representative

Title of Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_”