

Basin Transit Service Transportation District 5310 Grant Program Guide 2027-2029 for Subrecipients

Basin Transit Service Transportation District (BTS) the lead agency is now accepting Subrecipient applications for 5310 Federal Formula Grant Program for the 2027-2029 biennium for transit projects in Klamath County. The 5310 STBG allocation is estimated to be \$505,579 and 5310 Rural allocation is estimated to be \$211,831 for Klamath County. There are typically more requests for project funds than available funding. Please read the instructions below and the attached FTA Section 5310 Federal Formula Grant Program Guidance, 2027-2029 guide and grant application instructions.

Eligible Subrecipients:

Eligible subrecipients are counties, Mass Transit Districts, transportation districts, transportation service districts, Indian Tribal governments, cities, councils of government, and private nonprofit organizations. Private for-profit companies are not eligible for this program and may only participate as vendors with service contracts or agreements with an eligible subrecipient. The funds in this call for projects may be used in all areas of the state: urban, small urban, and rural areas.

If you are a public transportation organization that has not applied for a recent ODOT Public Transit Division grants, please provide the following information to BTS. (Please see the items list at the end of this document.):

- Articles of incorporation
- Adopted corporate bylaws
- 501(c)3 non-profit approval letter from the Internal Revenue Service
- A description of transportation services and other grants received by your agency

Organizations (for both new and returning applicants) must be registered with the Oregon Secretary of State Corporation Division to do business in Oregon. See the website <http://www.filinginoregon.com/business/index.htm> .

Grant Application:

You will find information and guidance regarding the 5310-application process by clicking the attach link: <https://www.oregon.gov/odot/RPTD/Pages/Funding-Opportunities.aspx>. This will take you to the ODOT Public Transportation Funding Opportunities website.

Once at the website scroll down to the box and click the box for 5310 Enhanced Mobility of Seniors and Individuals with Disabilities then click on the link under Additional Resources: Section 5310 Application Instruction 2027-29 and Section 5310 Program Guidance 2027-29, please read the guidance and instructions closely. Then go to the Application: Subrecipient Application Link and click the link to fill out the application.

On the application when you reach “Lead Agency Name” on the application click the box and select “Basin Transit Service Transportation District” for Lead agency DBA (Doing Business As) name type “Basin Transit Service Transportation District”. For “Lead Agency Contact Name” use “Michael Stinson” for “Lead Agency Contact Title” use “Grant Manager”. For “Lead Agency Contact Email Address” use mstinson@basintransit.com. **The Lead Agency contact email is**

important as it sends the application directly to BTS. The “Lead Agency Contact Telephone No.” is 541-883-2877.

Follow the instruction for the applications we instructed you to read earlier Section 5310 Application Instruction 2027-29 and Section 5310 Program Guidance 2027. Follow the instructions closely and fill out the application.

5310 projects are 89.73% and 80.0% federally funded and require a local funding match of 10.27% or 20% depending of the type of 5311 federal funding for the total cost of the project. Projects must be a need identified in the Coordinated Human Services Public Transportation Plan for Basin Transit Service Transportation District & Klamath Tribes Quail Trail Public Transit. The new 2026 plan is anticipated to be approved April 1, 2026 at the Board of Directors meeting. The final draft can be found on the [basintransit.com](https://www.oregon.gov/odot/RPTD/RPTD%20Document%20Library/5310-Indirect-Cost-Worksheet.xlsx) website under Human Coordinate Plan. Projects must meet environmental compliance for NEPA for facilities, amenities, vehicles and other similar projects. All applications must include the Indirect Cost Worksheet 2027-29, see the attach link. <https://www.oregon.gov/odot/RPTD/RPTD%20Document%20Library/5310-Indirect-Cost-Worksheet.xlsx>

Attach supporting documentation to the application as necessary to support your project. Documentation may include cost estimates for vehicles, cost breakdown for operations showing items such as administration, driver(s), fuel, maintenance, maps, plans and/or other project information.

The application must be signed by a person with legal authority to sign applications on behalf of the applicant.

You may save your application at any time using the save button on the right-hand side at the bottom of the application. Follow the instructions and it will send you a link to your saved application. When you have completed your signed application with any attachments, please click the submit button on the left-hand side at the bottom of the application. The application will be delivered to Michael Stinson at Basin Transit Service Transportation District. All applications are due no later than Wednesday, April 20, 2026, at 11:30 AM.

If you have questions regarding 5310 application process, please send an email mstinson@basintransit.com. If you do not receive a response that you application has been received, please call 541-883-2877.