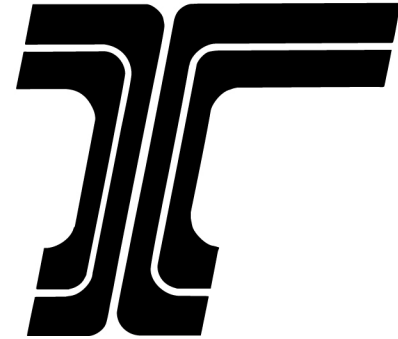


Oregon Department of Transportation



2027-2029 Section 5310 Formula Subrecipient Grant Application

This form is for subrecipient agencies to apply to Lead Agencies for Section 5310 funding. If your agency is NOT a Subrecipient, please do not use this form. Instead, use the [5310 application form](#).

Additional information on how to apply can be found in the 5310 application instructions which are available from the Funding Opportunities webpage.

Agency Details

Select the 5310 funding source applying for this application.

- Small urban apportionment
- Rural apportionment
- Surface Transportation Block Grant funding (STBG)

Submit one application for each applicable funding source for each subrecipient.

Subrecipient Agency Information

Agency legal name

Malheur Council on Aging and Community Services

Agency DBA (Doing Business As) name

SRT-Malheur Express

Agency provider type

Non-profit

Agency legal address

842 SE 1st Ave

Address Line 1

PO Box 937

Address Line 2

Ontario

City

Oregon

State

97914

Zip Code

Application contact name

Brittany White

Application contact title

Transportation Manager

Application contact email address

brittany.white@mcoacs.org

Application contact phone

(541) 881-0000

Lead Agency Information

Lead agency legal name

Malheur County

Lead agency contact name

Lorinda DuBois

Lead agency contact title

Administrative Officer

Lead agency contact email address

lorinda.dubois@malheurco.org

Risk Assessment Information

Will administration of the grant be delegated to a separate agency?

Yes

No

Subrecipient financial and audit information

Is the agency subject to Single Audit requirements?

Yes

No

If an agency expends \$1M or more federal assistance funds annually they are required to have a Single Audit.

Attach a copy of the most recent financial audit.

MCOA 2025 Audited Financial Statements.pdf

Does your agency have established financial management policies and procedures?

Yes

No

Does your agency have an established accounting system for federal grants?

- Yes
- No

What type of accounting system does your agency use?

- Manual
- Automated
- Combined

An example of an Automated accounting system is a program tool such as QuickBooks. A Manual accounting system is a bookkeeping system for recording business activity transactions where financial records are kept without using a computer system with specialized accounting software. A Combined system uses a combination of the two systems.

What is the financial software utilized?

Abilia

Can your system separately identify the federal awards and programs that are recieved?

- Yes
- No

Can your system identify the source and application of awarded funds and support documentation?

- Yes
- No

Does the system account for 100 percent of each employee's time?

- Yes
- No

Does the agency compare expenditure with budget amounts throughout the life of the grant?

- Yes
- No

Does the agency know the guidance on allowable costs associated with this award?

- Yes
- No

2 CFR 200, FTA C 9040.1H

Was your agency audited by the State and/or Federal government in the past two years?

- Yes
- No

Subrecipient staffing and resources

Does the agency have adequate staff and resources to deliver the project?

- We have adequate staff to comply with the terms of this agreement.
- Need to hire new staff for this work.

- Will have to contract a vendor to carry out the program activities.
- We have experienced significant turnover - limited resources.

Did your agency have any turnover of management staff in the last two years?

- Yes
- No

Did your agency have turnover or vacancies in program related key positions in the last two years?

- Yes
- No

Does the agency provide ongoing training for program and finance personnel?

- Yes
- No

Subrecipient procurement

Does the agency have established procurement policies?

- Yes
- No
- Will adopt 2 CFR 200 during this grant cycle.

Project Information

Project 1

Subgrantee legal name

Malheur Council on Aging and Community Services

Subgrantee DBA (Doing Business As) name

SRT-Malheur Express

Does the subgrantee have any existing grant agreements with ODOT?

- Yes
- No

Subgrantee Authorized Representative

The person authorized to sign the subgrant agreement.

Authorized representative first and last name

Sandra Shelton

authorized representative title

Executive Director

Official who has authority to indebted agency or company

Authorized representative email

Authorized representative phone

executive.director@mcoacs.org

(541) 889-7651

Project Details

Project name

Demand Response Transportation Services for Seniors and People with Disabilities

Describe project service area and where does the majority of service happen.

Our primary service area is Malheur County, serving both incorporated and rural communities. We provide transportation for Malheur County residents within the County as well as to destinations across the border in Idaho, including smaller communities such as Fruitland, Payette, Weiser, Emmett, and New Plymouth, and larger destinations like Boise, Caldwell, and Nampa for medical, shopping, and other essential needs. We also provide inbound trips from these Idaho communities into Malheur County when needed, ensuring that Malheur County remains the core focus of our services.

Select the type(s) of service that will be supported by this award. Select all that apply.

- | | |
|--|---|
| <input checked="" type="checkbox"/> Open to the general public at all times | <input type="checkbox"/> Deviated Fixed Route |
| <input checked="" type="checkbox"/> Open to the general public on a space-available basis | <input type="checkbox"/> Fixed Route (excluding commuter and intercity routes) |
| <input checked="" type="checkbox"/> Open only to seniors and individuals with disabilities | <input checked="" type="checkbox"/> Demand Response (Excluding ADA complementary Paratransit) |
| <input type="checkbox"/> Limited to defined clientele (e.g. residential home) | <input type="checkbox"/> ADA Complementary Paratransit |

Indicate the type of service area for the proposed project (Rural, Small Urban or Large Urban) to determine funding eligibility.

Rural

Large Urban (Over 200,000 population), Small Urban (50,000-200,000 population) and Rural (Under 50,000 population)

If the proposed project spans more than one geographic type, use the most appropriate or majority of the project location.

Does the majority of the operations occur within one of these areas?

Not Applicable

Select "Not Applicable" if operations are not in these areas. This helps PTD determine if additional STIP keys are needed.

Select the counties served by this project.

- | | | | |
|------------------------------------|-------------------------------------|---|------------------------------------|
| <input type="checkbox"/> BAKER | <input type="checkbox"/> DOUGLAS | <input type="checkbox"/> LAKE | <input type="checkbox"/> SHERMAN |
| <input type="checkbox"/> BENTON | <input type="checkbox"/> GILLIAM | <input type="checkbox"/> LANE | <input type="checkbox"/> TILLAMOOK |
| <input type="checkbox"/> CLACKAMAS | <input type="checkbox"/> GRANT | <input type="checkbox"/> LINCOLN | <input type="checkbox"/> UMATILLA |
| <input type="checkbox"/> CLATSOP | <input type="checkbox"/> HARNEY | <input type="checkbox"/> LINN | <input type="checkbox"/> UNION |
| <input type="checkbox"/> COLUMBIA | <input type="checkbox"/> HOOD RIVER | <input checked="" type="checkbox"/> MALHEUR | <input type="checkbox"/> WALLOWA |
| <input type="checkbox"/> COOS | <input type="checkbox"/> JACKSON | <input type="checkbox"/> MARION | <input type="checkbox"/> WASCO |

- | | | | |
|------------------------------------|------------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> CROOK | <input type="checkbox"/> JEFFERSON | <input type="checkbox"/> MORROW | <input type="checkbox"/> WASHINGTON |
| <input type="checkbox"/> CURRY | <input type="checkbox"/> JOSEPHINE | <input type="checkbox"/> MULTNOMAH | <input type="checkbox"/> WHEELER |
| <input type="checkbox"/> DESCHUTES | <input type="checkbox"/> KLAMATH | <input type="checkbox"/> POLK | <input type="checkbox"/> YAMHILL |

Select all that apply.

Select the activity type(s) for this project.

- | | |
|---|---|
| <input type="checkbox"/> A. Vehicle Acquisition | <input type="checkbox"/> D. Preventive Maintenance |
| <input type="checkbox"/> B. Equipment, Signs and Amenities, Shelters | <input type="checkbox"/> E. Mobility Management |
| <input type="checkbox"/> C. Facilities: Bus Barns and Other Buildings | <input checked="" type="checkbox"/> F. Purchased Service (competitively procured via RFP) |

Select all that apply. All deliverables and tasks within a single project must be interrelated or dependent on one another. Unrelated activities cannot be grouped together and submitted as one project. The application will open up additional fields depending on the project that was chosen. Make sure that all required fields for each project type are fully completed.

F. Purchased/Contracted Services

Purchased/contracted services 1

Describe the purchased service and how the services benefit seniors and individuals with disabilities.

Malheur Council on Aging and Community Services dba SRT-Malheur Express provides demand-response transportation for seniors and individuals with disabilities under a subrecipient agreement with Malheur County. 5310 funds will support administrative, operating, and preventative maintenance expenses necessary to deliver this service. This service allows eligible riders to schedule on-demand trips to medical appointments, essential errands, and community activities. Many seniors and individuals with disabilities live in rural areas outside Ontario, Vale, and Nyssa, where fixed-route and commuter services are limited or inaccessible. By providing flexible, on-demand transportation, the program ensures that seniors and individuals with disabilities can maintain independence, access essential services, reduce social isolation, and improve overall quality of life.

On what page is activity or project listed in the adopted Coordinated Plan? Attach referenced page here.

Page 26

Coordinated Plan Page(s) upload

27360_MalheurCountyCTP_Final_clean - Adopted 10.19.22.pdf

Estimated number of unduplicated individuals (older adults and individuals with disabilities) this project proposes to support in the biennial grant period.

84

Estimated number of one-way rides this project proposes to provide in the biennial grant period.

11,584

How will you deliver the proposed project activity?

- In-house
- Contractor or consultant

Check all that apply

Cost of purchased service activity

\$273,516.00

Activity deliverables

Deliverable description	Units	Deliverable date
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Senior and Disabled Demand Response Transportation Service Maintained

1

6/30/2029

Unduplicated Ridership Maintained

84

6/30/2029

Project match

Match source	Match amount	Match percentage	Match status
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State

\$28,090.00

100.00%

Planned

\$28,090.00

Is your agency including in-kind match in the application

Yes

No

Task cost and match information

Total project cost

\$273,516.00

Match amount

\$28,090.09

Grant amount

\$245,425.91

Environmental Review

Federal funding/NEPA Applicability

The requirements of the National Environmental Policy Act (NEPA) apply to all projects that receive federal funding. The FTA conducts environmental review for all projects that have identified or planned/programmed FTA funding. Answer the following question to help determine if NEPA requirements apply to the proposed project.

Will the proposed project involve identified FTA funding? (Not including a grant from the 2027-29 5310 grant program)

Yes

No

If "yes," provide funding source and estimated amount.

The project will be supported with FTA 5310 funds for the 2027–29 grant cycle. Additionally, FTA 5311 formula funds, estimated at \$458,878 for 2027–2029, are used to help support general public demand-response operations in our service area.

Project Scope

According to federal regulation, projects evaluated under NEPA must demonstrate “independent utility,” meaning the project must be usable and be a reasonable expenditure even if no additional improvements are made in the area. This does not prohibit the construction of a project in phases.

Answer the following questions to help determine if the proposed project demonstrates independent utility:

Would the project described above require additional improvements to be usable or to be considered a reasonable expenditure? This includes improvements considered part of another project or improvements funded by another grant or state/local funds.

Yes

No

Does the proposed project involve development of property or installation of equipment purchased through a separate project, including property or equipment purchased with state or local funds?

Yes

No

Does the proposed project involve acquisition of property, equipment, or vehicles that will be developed, constructed, or installed as part of a separate project?

Yes

No

Documentation Requirements

Answer the following questions to help determine if the proposed project would require completion of FTA’s CE Worksheet. Would the project described include any of the following?

NEPA Concurrence

Has the FTA already provided NEPA concurrence for this project or components of this project?

Yes

No

Not Applicable

Answer the following questions to help determine if the proposed project would require completion of FTA’s CE Worksheet.

Indirect Costs

Does the agency intend to charge any indirect cost to this project?

Yes

No

Total Project Costs

Project Title

Demand Response Transportation Services for Seniors and People with Disabilities

Total Vehicle Acquisition Cost

\$0.00

Total Equipment, Signs and Amenities, Shelter Cost

\$0.00

Total Facilities, Bus Barns, and Other Buildings Cost

\$0.00

Total Preventive Maintenance Cost

\$0.00

Total Mobility Management Cost

\$0.00

Total Purchased Service Project Cost

\$273,516.00

Total Project Cost

\$273,516.00

Total Match Amount

\$28,090.09

Total Grant Amount

\$245,425.91

Total Application Costs

Total Project Cost

\$273,516.00

Total Match Amount

\$28,090.00

Total Grant Amount

\$245,426.00

Allocation Amount

\$245,426.00

Submitting Your Application

- Click the "Save" button to save your work. A link to the application will appear that you can copy for future reference. Or, you can enter your email address to have the link emailed to you.
- Attach any supporting documents using the "Upload" button or by dragging documents from your computer to the "File Upload" fields.
- Electronically sign your application by using the pen icon. Type your name in the "Printed Name" section.
- Check the box for the certification statement.
- Submit your application by using the "Submit Application" button.
- IF YOU DO NOT RECEIVE AN EMAIL RESPONSE, PLEASE CONTACT US IMMEDIATELY AT 503-986-3300 OR ODOTPTDReporting@odot.oregon.gov

Certification

Signature

Printed Name

Sandra Shelton

A handwritten signature in black ink that reads "S. Shelton". The signature is written in a cursive style with a period at the beginning.

I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729–3730 and 3801–3812

Submission Date

4/7/2026