

## CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

### Study Session Worksheet

**Presentation Date:** August 7, 2018    **Approx Start Time:** 2:30 PM    **Approx Length:** 30 Min

**Presentation Title:** Request to apply for HB2017 Regional Coordination Funds

**Department:** Health, Housing and Human Services (H3S) and Department of Transportation and Development (DTD)

**Presenters:** Teresa Christopherson, Administrative Service Manager and Karen Buehrig, Transportation Planning Supervisor

**Other Invitees:** Dan Johnson, Director, DTD

### WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

Approval to apply for TriMet - HB 2017 Regional Coordination Program funds.

### EXECUTIVE SUMMARY:

House Bill 2017 (HB 2017), titled Keep Oregon Moving, implemented a new 0.1% employee payroll tax to fund public transportation. This tax went into effect July 1, 2018 and provides a dedicated source of funding for expanding public transportation service in Oregon. This new funding source is called the Statewide Transportation Improvement Fund (STIF). TriMet formed an HB 2017 Transit Advisory Committee to advise TriMet on how to spend STIF revenues.

TriMet's HB 2017 Transit Advisory Committee approved \$3 million, annually, in STIF funding for the **Regional Coordination Program (RCP)** for last mile shuttles within the TriMet District and/or services that help reduce fragmentation between TriMet and communities outside TriMet's service district, but inside Clackamas, Multnomah and Washington Counties. TriMet is currently accepting applications for Fiscal Year 2019 – Fiscal Year 2021 (July 1, 2018 – June 30, 2021) STIF funding for the Regional Coordination Program.

Only counties (Clackamas, Multnomah, and Washington counties) and government operated transit providers are eligible to receive RCP funds. Other local government authorities, non-profit organizations, and private for-profit organizations are not directly eligible, but may be co-applicants in a project. To be eligible, the project must appear in a local plan. Projects may include planning, capital, and ongoing operations within the TriMet District. The proposals must target either last mile shuttles within TriMet's district and/or services that reduce fragmentation between TriMet and communities outside TriMet's service district, but inside Clackamas, Multnomah and Washington Counties.

In partnership with other local jurisdictions, Clackamas County is requesting to submit for applications to the Regional Coordination Program. Three of the proposals are included on TriMet's Service Enhancement Plans. The fourth project has been submitted by Clackamas Community College to enhance their existing shuttle between the Clackamas Regional Center and Clackamas Community College. Finally, the City of Milwaukie will submit a request to plan for a last mile shuttle for future funding cycles.

The funding proposed for each project, including planning, capital (vehicles) and operations is as follows:

- 1) Clackamas Industrial Area Job Connector Shuttle    \$758,959

- 2) Oregon City Job Connector and Community Shuttle \$758,959
- 3) Oregon City/West Linn to Tualatin Job Connector Shuttle \$547,821
- 4) Clackamas Community College Shuttle Enhancement \$221,928
- 5) Milwaukie Last Mile Shuttle Planning Project \$ 77,000

The total applications will be for \$2,364,667 for the three year period of the grant.

**FINANCIAL IMPLICATIONS (current year and ongoing):**

The program does not require matching funds.

**STRATEGIC PLAN ALIGNMENT**

The project aligns with the County Performance Clackamas Goals of:

- Build a Strong Infrastructure
- Ensure Safe, Healthy and Secure Communities

The project aligns with the DTD Strategic Business Plan goals for Long Range Planning of:

- Provide plan development, analysis, coordination and public engagement services to residents; businesses; local, regional and state partners, and County decision-makers so they can plan and invest based on a coordinated set of goals and policies that guide future development.

**LEGAL/POLICY REQUIREMENTS:**

None at this time

**PUBLIC/GOVERNMENTAL PARTICIPATION:**

We have worked closely with representatives from Oregon City and West Linn to develop the applications.

**OPTIONS:**

1. Support the applications to the Regional Coordination Program
2. Direct staff to not submit the applications.

**RECOMMENDATION:**

It is recommended the Board support the five applications for funding of community and job connector shuttles in Clackamas County

**ATTACHMENTS:**

Attachment A: Lifecycle Form

**SUBMITTED BY:**

Division Director/Head Approval \_\_\_\_\_

Department Director/Head Approval \_\_\_\_\_

County Administrator Approval \_\_\_\_\_

For information on this issue or copies of attachments, please contact Karen Buehrig @ 503-742-4683

# Grant Application Lifecycle Form

Use this form to track your potential grant from conception to submission.

Sections of this form are designed to be completed in collaboration between department program and fiscal staff.

## \*\* CONCEPTION \*\*

Note: The processes outlined in this form are not applicable to disaster recovery grants.

### Section I: Funding Opportunity Information - To be completed by Requester

Lead Department: H3S-Social Services Division Application for:  Subrecipient funds  Direct Grant  
Grant Renewal?  Yes  No

Name of Funding Opportunity: TriMet- Regional Coordination Program

Funding Source:  Federal  State  Local: \_\_\_\_\_

Requestor Information (Name of staff person initiating form): Teresa Christopherson, Admin Services Manager

Requestor Contact Information: X5718

Department Fiscal Representative: Jennifer Snook, Admin Analyst II

Program Name or Number (please specify): Regional Coordination Funds

Brief Description of Project:

HB2017 created a new statewide payroll tax to fund public transit projects (Statewide Transportation Improvement Fund-STIF). TriMet has designated a portion of the funds generated within the TriMet service district for a Regional Coordination Program which funds projects that target last mile shuttles within the TriMet service district or services that reduce fragmentation between TriMet and communities outside of TriMet but within Clackamas, Multnomah and Washington counties. Counties and public transit providers are the only eligible applicants. In partnership with other local jurisdictions and with the Department of Transportation and Development, Clackamas County Social Services Division is requesting to submit five applications for shuttle service planning, capital and operations. The projects are as follows: Clackamas Industrial Area Job Connector Shuttle, Oregon City Job Connector and Community Shuttle, Oregon City/West Linn to Tualatin Job Connector Shuttle, Clackamas Community College Shuttle Enhancement, and Milwaukie Last Mile Shuttle Planning. The total amount being applied for is \$2,364,667

Name of Funding (Granting) Agency: TriMet

Agency's Web Address for Grant Guidelines and Contact Information:

<https://trimet.org/meetings/hb2017/index.htm>

OR

Application Packet Attached:  Yes  No

Completed By:  7/31/18  
Date

**\*\* NOW READY FOR SUBMISSION TO DEPARTMENT FISCAL REPRESENTATIVE \*\***

### Section II: Funding Opportunity Information - To be completed by Department Fiscal Rep

Competitive Grant  Non-Competing Grant/Renewal  Other Notification Date: \_\_\_\_\_

CFDA(s), if applicable: \_\_\_\_\_

Announcement Date: 7/3/2018 Announcement/Opportunity #: \_\_\_\_\_

Grant Category/Title: Regional Coordination Program Max Award Value: \$2,364,667

Allows Indirect/Rate: No Match Requirement: None

Application Deadline: 8/15/2018 Other Deadlines: \_\_\_\_\_

Grant Start Date: 1/1/2019 Other Deadline Description: \_\_\_\_\_

Grant End Date: 6/30/2021

Completed By: Teresa Christopherson

Pre-Application Meeting Schedule: 7/31/2018

**Section III: Funding Opportunity Information** - To be completed at Pre-Application Meeting by Dept Program and Fiscal Staff

**Mission/Purpose:**

1. How does the grant support the Department's Mission/Purpose/Goals?

The mission of the Department of Health, Housing and Human Services is to promote and assist individuals, families and communities to be safe, healthy and to thrive. This project provides public transit services in underserved areas of Clackamas County, providing vulnerable individuals with access to transit services that promote independence and improved access to jobs and education opportunities.

2. How does the grant support the Division's Mission/Purpose/Goals? (If applicable)

The Social Services Division is dedicated to supporting individuals and families to remain in their homes and communities and increase self-sufficiency. This project provides improved transit options in underserved areas of Clackamas County whose needs are not being met by TriMet bus service. The new services will allow workers to seek employment and educational opportunities and also provides a valuable link for seniors and persons with disabilities to access grocery shopping, medical appointments and other needed services.

3. What, if any, are the community partners who might be better suited to perform this work?

Clackamas County is the only eligible applicant who can apply for RCP funds for these projects.

4. What are the objectives of this grant? How will we meet these objectives?

The purpose of the Regional Coordination Program is to fund last mile shuttles and/or services that help reduce fragmentation between TriMet and communities outside of the TriMet service district but inside Clackamas, Washington and Multnomah Counties. The projects included for funding in this proposal are all last mile/commuter shuttles and additionally meet the overall program objectives of STIF funding by increasing access to work and other opportunities for low income households in these communities.

5. Does the grant proposal fund an existing program? If yes, which program? If no, what should the program be called and what is its purpose?

The only existing project is the Clackamas Community College Service Enhancement project which is operated by CCC directly.

**Organizational Capacity:**

1. Does the organization have adequate and qualified staff? If yes, what types of staff are required?

If no, can staff be hired within the grant timeframe?

While the organization has experienced and qualified staff, additional staffing will be required to administer these funds. The applications include funding to expand staffing to meet the needs of this new program

2. Is there partnership efforts required? If yes, who are we partnering with, what are their roles and responsibilities, and are they committed to the same goals?

Clackamas County is the only eligible applicant who can apply for these funds but applications have been developed in close partnership with the City of Oregon City, the City of West Linn, the City of Milwaukie, the City of Tualatin, and Clackamas Community College. If awarded, we will develop agreements as needed for coordination of funding.

3. If this is a pilot project, what is the plan for sunseting the program or staff if it does not continue (e.g. making staff positions temporary or limited duration, etc.)?

N/A

4. If funding creates a new program, does the department intend that the program continue after initial funding is exhausted?

If so, how will the department ensure funding (e.g. request new funding during the budget process, discontinue or supplant a different program, etc.)?

TriMet has indicated that the funding for this program will be ongoing with new applications required at approximately two year intervals.

**Collaboration**

1. List County departments that will collaborate on this award, if any.

These applications are being developed in partnership with Clackamas County's Department of Transportation and Development.

**Reporting Requirements**

1. What are the program reporting requirements for this grant?

Reporting requirements are not clearly stated in the application guidance but are expected to comply with state quarterly reporting requirements.

2. What is the plan to evaluate grant performance? Are we using existing data sources? If yes, what are they and where are they housed? If not, is it feasible to develop a data source within the grant timeframe?

Data gathering and reporting is a standardized process within the transit industry and will include metrics such as ridership, cost per ride and cost per revenue hour of service. Since we already report on such data for the Mt Hood Express, no difficulties are anticipated.

3. What are the fiscal reporting requirements for this grant?

Reporting requirements are not clearly stated in the application guidance but are expected to comply with state quarterly reporting requirements. In addition, Social Services has existing contracts directly with TriMet and is experienced in meeting fiscal and auditing requirements.

**Fiscal**

1. Will we realize more benefit than this grant will cost to administer?

Since Clackamas County is the only eligible applicant for the services applied for in the grant, the county would lose out on the opportunity to provide last miles/commuter shuttle service for its residents if we do not apply.

2. What other revenue sources are required? Have they already been secured?

No additional revenue sources are required.

3. Is there a match requirement? If yes, how much and what type of funding (CGF, Inkind, Local Grant, etc.)?

No match is required.

4. Is this continuous or one-time funding? If one-time funding, how will program funding be sustained?

Continuous funding.

5. Does this grant cover indirect costs? If yes, is there a rate cap? If no, can additional funds be obtained to support indirect expenses and what are they?

Administrative costs have been included in the cost models of the project.

Program Approval:

Teresa Christopherson

7/31/2018



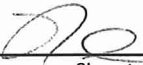
Name (Typed/Printed)


Date

Signature

**\*\* NOW READY FOR PROGRAM MANAGER SUBMISSION TO DIVISION DIRECTOR\*\***

**Section IV: Approvals**

<b>DIVISION DIRECTOR OR ASSISTANT DIRECTOR (or designee, if applicable)</b>		
Brenda Durbin, Director	7/31/2018	
Name (Typed/Printed)	Date	Signature

<b>DEPARTMENT DIRECTOR</b>		
Richard Swift, Director, H3S	7/31/2018	
Name (Typed/Printed)	Date	Signature

**IF APPLICATION IS FOR FEDERAL FUNDS, PLEASE SEND COPY OF THIS DOCUMENT BY EMAIL TO FINANCE (FinanceGrants@clackamas.us). ROUTE ORIGINAL OR SCANNED VERSION TO COUNTY ADMIN.**

**Section V: Board of County Commissioners/County Administration**

*(Required for all grant applications. All grant awards must be approved by the Board on their weekly consent agenda regardless of amount per local budget law 294.338.)*

**For applications less than \$150,000:**

<b>COUNTY ADMINISTRATOR</b>	Approved: <input type="checkbox"/>	Denied: <input type="checkbox"/>
Name (Typed/Printed)	Date	Signature

**For applications greater than \$150,000 or which otherwise require BCC approval:**

BCC Agenda item #:  Date:

OR

Policy Session Date:

County Administration Attestation

County Administration: re-route to department contact when fully approved.

Department: keep original with your grant file.