

April 28, 2022

Board of Commissioners  
Clackamas County

Members of the Board:

Approval to apply to Oregon Department of Transportation, Rail and Public Transit Division, for FTA 5311 Rural Transportation Funds for COVID related Operations of Mt Hood Express. Total Value of Grant is \$225,000.

County General Funds are not involved.

<b>Purpose/Outcomes</b>	Grant application with Oregon Department of Transportation Rail and Public Transit Division to fund COVID related operations for the Mt Hood Express bus service
<b>Dollar Amount and Fiscal Impact</b>	Maximum amount to be funded would be \$225,000. No match is required.
<b>Funding Source</b>	Federal Transit Administration 5311 Rural Transportation Funds- CARES Discretionary
<b>Duration</b>	Effective upon execution and terminates on June 30, 2024
<b>Previous Board Action</b>	Issues topic 4.26.22
<b>Strategic Plan Alignment</b>	1. This funding aligns with the strategic priority to increase self-sufficiency for our clients. 2. This funding aligns with the strategic priority to ensure safe, healthy and secure communities by addressing transportation needs for seniors, persons with disabilities and low income job seekers.
<b>County Counsel</b>	This is a Grant application. Not subject to County Counsel Review
<b>Procurement Review</b>	1. Was this time processed through Procurement? No 2. In no, provide brief explanation: This is a Grant application. Not subject to Procurement Review.
<b>Counsel Review</b>	N/A
<b>Contact Person</b>	Brenda Durbin, Director, Social Services Division 503-655-8641
<b>Contract No.</b>	H3S#10619

### Background

The Social Services Division of the Department of Health, Housing and Human Services requests approval to apply to Oregon Department of Transportation Rail and Public Transit Division to fund COVID related operation expenses for the Mt Hood Express buses. The Mt Hood Express provides public transit bus service between the City of Sandy, Government Camp and Timberline, along with other locations in the Mt. Hood area, increasing access to employment, recreation, shopping and medical services for residents and visitors.

The federal Coronavirus Aid, Relief and Economic Security (CARES) Act provides emergency appropriations to support transit agency operations during the pandemic. Funds provided are available for transit agencies to maintain service and address needs such as personal protective equipment and cleaning supplies fund the FTA 5311 grant program. These funds would allow for

continued service on the Mt Hood Express and will offset the increase in contract costs due to driver shortages. Clackamas County Social Services has received 5311 rural transit funds since it took over operating the Mountain Express/Mt Hood Express bus service in 2007.

No match is required for these funds. No County General Funds are involved.

**Recommendation**

We recommend the approval to apply for this grant by the Board of County Commissioners.

Respectfully submitted

A handwritten signature in cursive script that reads "Rodney A. Cook".

Rodney A. Cook, Director  
Health, Housing and Human Services

# Financial Assistance Application Lifecycle Form

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

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

**\*\* CONCEPTION \*\***

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

Award type:  Direct Appropriation (no application)  
 Subrecipient Award  Direct Award  
Award Renewal?  Yes  No

Lead Department & Fund #: H3S / SSD 240

**If renewal, complete sections 1, 2, & 4 only. If Direct Appropriation, complete page 1 and Dept/Finance signatures only.**

**If Disaster or Emergency Relief Funding, EOC will need to approve prior to being sent to the BCC**

Name of Funding Opportunity: FY21-22 5311 Needs-Based CARES Act Funds

Funding Source: Federal  State  Local

Requestor Information (Name of staff person initiating form): Kristina Babcock

Requestor Contact Information: 971-349-0481 / kbabcock@clackamas.us

Department Fiscal Representative: Doug Green

Program Name and prior project # (please specify): Mt Hood Express Operations

Brief Description of Project:

Needs based grant from Oregon Dept. of Transportation Rail and Public Transit Division to support COVID related operation expenses for the Mt. Hood Express. Funds may be used to maintain service, lost revenue, COVID related supplies and equipment such as personal protective equipment and for paid administrative leave.

Name of Funding Agency: ODOT

Notification of Funding Opportunity Web Address:

https://www.oregon.gov/ODOT/RPTD/Pages/Funding-Opportunities.aspx

**OR**

Application Packet Attached:  Yes  No

Completed By: Kristina Babcock

04/06/22

Date

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

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

Competitive Application

Non-Competing Application

Other

CFDA(s), if applicable: 20.509 (5311)

Funding Agency Award Notification Date: N/A

Announcement Date: 2/25/2020

Announcement/Opportunity #: N/A

Grant Category/Title: 5311 Needs Based CARES Act

Funding Amount Requested: \$235,000

Allows Indirect/Rate: N/a

Match Requirement: No match required

Application Deadline: N/A

Other Deadlines: \_\_\_\_\_

Award Start Date: Upon signature

Other Deadline Description: \_\_\_\_\_

Award End Date: 06/30/2024

Completed By: Kristina Babcock

Program Income Requirement: \_\_\_\_\_

Pre-Application Meeting Schedule: N/A

Additional funding sources available to fund this program? Please describe: 5311, 5310, STF, STIF

How much General Fund will be used to cover costs in this program, including indirect expenses? \$0

How much Fund Balance will be used to cover costs in this program, including indirect expenses? \$0

**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/funding opportunity support the Department and/or Division's Mission/Purpose/Goals?

These funds will address operating deficits in the Mt Hood Express transportation service by covering costs associated with the COVID crises such as service changes, driver shortages, increasing contractor costs, lost revenue, and additional vehicle needs.

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

There are no other public tranist providers in this area.

3. What are the objectives of this funding opportunity? How will we meet these objectives?

The grant is to support the continuing operations of the Mt Hood Express service and to mitigate the financial impacts of the COVID crises. The funds will allow service to continue over the next year despite loss of revenue.

4. Does the grant/financial assistance fund an existing program? If yes, which program? If no, what is the purpose of the program?

The Mt Hood Express provides public transportaiton to the communities of the Mt Hood Area, specifically between Sandy, the Hoodland area along Highway 26, Government Camp and Timberline Lodge.

**Organizational Capacity:**

1. Does the organization have adequate and qualified staff? If no, can staff be hired within the grant/financial assistance funding opportunity timeframe?

We have adequate staffing for this program.

2. Are there partnership efforts required? If yes, who are we partnering with and what are their roles and responsibilities?

We continue to partner with the City of Sandy around operational aspects of the service. These funds will focus on the financial impact of COVID operations.

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

N/A

4. If funded, would this grant/financial assistance create a new program, does the department intend for the program to continue after initial funding is exhausted? If yes, how will the department ensure funding (e.g. request new funding during the budget process, supplanted by a different program, etc.)?

N/A

**Collaboration**

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

N/A

**Reporting Requirements**

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

Quarterly reporting as we do with our current 5311 operations grant, as well as NTD reporting to the FTA

2. How will performance be evaluated? 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?

We will continue to collect performance data to inform the operations and future of the public transit service.

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

No changes from current reporting for the 5311 operations formula grant.

**Fiscal**

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

This grant will ensure continued service during this time and will also provide sufficient funds to implement COVID related safety and service measures.

2. Are other revenue sources required, available or will be used to fund the program? Have they already been secured? Please name other sources, including General Fund or Fund Balance and amounts.

N/A

3. For applications with a match requirement, how much is required (in dollars) and what type of funding will be used to meet it (CGF, In-kind, Local Grant, etc.)?

N/A

4. Does this grant/financial assistance cover indirect costs? If yes, is there a rate cap? If no, can additional funds be obtained to support indirect expenses and what are those sources?

N/A

Program Approval:

Kristina Babcock

Name (Typed/Printed)

Date

Signature

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

**\*\*ATTACH ANY CERTIFICATIONS REQUIRED BY THE FUNDING AGENCY. COUNTY FINANCE OR ADMIN WILL SIGN.\*\***

**Section IV: Approvals**

<b>DIVISION DIRECTOR (or designee, if applicable)</b>		
Teresa Christopherson on behalf of Brenda Durbin		
Name (Typed/Printed)	Date	Signature

<b>DEPARTMENT DIRECTOR (or designee, if applicable)</b>		
Rodney A. Cook	4.12.2022	Rodney A Cook Digitally signed by Rodney A Cook Date: 2022.04.12 13:16:49 -07'00'
Name (Typed/Printed)	Date	Signature

<b>FINANCE ADMINISTRATION</b>		
Elizabeth Comfort	4.12.2022	Elizabeth Comfort Digitally signed by Elizabeth Comfort Date: 2022.04.12 14:17:38 -07'00'
Name (Typed/Printed)	Date	Signature

<b>EOC COMMAND APPROVAL (DISASTER OR EMERGENCY RELIEF APPLICATIONS ONLY)</b>		
Name (Typed/Printed)	Date	Signature

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

*(Required for all grant applications. If your grant is awarded, 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:

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County Administration Attestation

**County Administration: re-route to department contact when fully approved.  
Department: keep original with your grant file.**