

June 15, 2023

BCC Agenda Date/Item: _____

Board of County Commissioners
Clackamas County

Approval to Apply for a COVID Relief Discretionary Grant through Oregon Department of Transportation 5311 Funds for Operations of Mt Hood Express. Grant value is \$260,000. Funding is Federal Pass-through grants funds from Oregon Department of Transportation. No County General Funds are involved

Previous Board Action/Review	Issues on 6/13/2023		
Performance Clackamas	1. Build a strong infrastructure by providing transportation alternatives. 2. Ensure safe, healthy, and secure communities by addressing the needs of older adults in the community.		
Counsel Review	Yes – AN 05/103/23	Procurement Review	Yes
Contact Person	Brenda Durbin	Contact Phone	503-655-8641

EXECUTIVE SUMMARY:

The Social Services Division of the Department of Health, Housing, and Human Services requests approval to apply to the 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.

For Filing Use Only

The Mt Hood Express Service will deliver approximately 71,000 rides with this funding.

RECOMMENDATION:

Staff recommends approval of this agreement and requests Tootie Smith, Board Chair, or her designee, sign on behalf of Clackamas County

Respectfully submitted,

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.

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

****CONCEPTION****

Section I: Funding Opportunity Information - To Be Completed by Requester

Direct Appropriation (no application)
Award type: Subrecipient Award Direct Award

Award Renewal? Yes No

Lead Fund # and Department:	240 - H3S / SSD
Name of Funding Opportunity:	COVID Relief Discretionary Program

Funding Source: Federal – Direct Federal – Pass through State Local

Requestor Information: (Name of staff initiating form)	Kristina Babcock
Requestor Contact Information:	kbabcock@clackamas.us / 971-349-0481
Department Fiscal Representative:	Doug Green
Program Name & Prior Project #: (please specify)	MHX 5311 COVID FY22-23 400223316

Brief Description of Project:

COVID relief funds for operational spending to prevent service reductions and/or discontinuation of services for the Mt Hood Express public transit service

Name of Funding Agency: Oregon Department of Transportation

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 Date: 05/09/2023

**** 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

Assistance Listing Number (ALN), if applicable:	20.509 (5311)	Funding Agency Award Notification Date:	N/A
Announcement Date:	5/9/23	Announcement/Opportunity #:	N/A
Grant Category/Title	5311 COVID Relief Discretionary Program	Funding Amount Requested:	\$260,000
Allows Indirect/Rate:	N/A	Match Requirement:	No match required
Application Deadline:	5/31/23	Total Project Cost:	\$260,000
Award Start Date:	Upon signature	Other Deadlines and Description:	
Award End Date	06/30/2025		
Completed By:	Kristina Babcock	Program Income Requirements:	
Pre-Application Meeting Schedule:	N/A		

Additional funding sources available to fund this program? Please describe:
No other funds available to meet the increasing transportation costs. No match required.

How much General Fund will be used to cover costs in this program, including indirect expenses?
\$0.00

How much Fund Balance will be used to cover costs in this program, including indirect expenses?
\$0.00

In the next section, limit answers to space available.

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

There are no other public transit 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 transportation 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.

3. If this is a pilot project, what is the plan for sun setting 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 current and future operations of the public transit service.

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

No changes from current reporting for the 5311 Formula Grant.

Fiscal

1. Are there other revenue sources required, available, or will be used to fund the program? Have they already been secured? Please list all funding sources and amounts.

N/A

2. 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

3. 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

Other information necessary to understand this award, if any.

Program Approval:

Teresa Christopherson 5/14/23

Teresa Christopherson

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

DIVISION DIRECTOR (or designee, if applicable)

Brenda Durbin

5/15/23

Brenda Durbin

Name (Typed/Printed)

Date

Signature

DEPARTMENT DIRECTOR (or designee, if applicable)

Denise Swanson

May 23, 2023

Denise Swanson
Denise Swanson (May 23, 2023 15:40 PDT)

Name (Typed/Printed)

Date

Signature

FINANCE ADMINISTRATION

Elizabeth Comfort

May 23, 2023

Elizabeth Comfort

Name (Typed/Printed)

Date

Signature

EOC COMMAND APPROVAL **WHEN NEEDED FOR DISASTER OR EMERGENCY RELIEF APPLICATIONS ONLY**

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:

COUNTY ADMINISTRATOR	Approved:	Denied:
Name (Typed/Printed)	Date	Signature

For applications under \$150,000 email form to Christina Fadenrecht at CFadenrecht@clackamas.us for Gary Schmidt's approval.

For applications \$150,000 and above, email form with Staff Report to the Clerk to the Board at ClerktotheBoard@clackamas.us to be brought to the consent agenda.

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Date:

OR

Policy Session Date:

County Administration Attestation

County Administration: re-route to department at
and
Grants Manager at financegrants@clackamas.us
when fully approved.

Department: keep original with your grant file.