



**DAN JOHNSON**  
DIRECTOR

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT  
DEVELOPMENT SERVICES BUILDING  
150 BEAVERCREEK ROAD OREGON CITY, OR 97045

June 7, 2018

Board of Commissioners  
Clackamas County

Members of the Board:

**Approval to Apply and Resolution of Support for Transportation and Growth Management  
(TGM) Grant for a Clackamas County Transit Development Plan**

<b>Purpose/ Outcomes</b>	Apply for TGM grant funds to develop Clackamas County Transit Development Plan
<b>Dollar Amount and Fiscal Impact</b>	Clackamas County Transit Development Plan – Total Cost: \$200,000
<b>Funding Source</b>	12% match = \$24,000.00
<b>Duration</b>	September 2018 – December 2020
<b>Previous Board Action</b>	N/A
<b>Strategic Plan Alignment</b>	Build a strong infrastructure Grow a vibrant economy
<b>Contact Person</b>	Karen Buehrig, Transportation Planning Supervisor - 742-4683

The Department of Transportation and Development, Long Range Planning line of business is requesting an approval to apply for the Transportation and Growth Management (TGM) Grant. The TGM grant will give an opportunity for the department to further the opportunity to identify and develop the Transit Development Plan. With six transit providers in Clackamas County [TriMet, South Metro Area Regional Transit (SMART), Canby Area Transit (CAT), South Clackamas Transportation District (SCTD), Sandy Area Metro (SAM), and the Mt. Hood Express administered by Clackamas County], a Transit Development Plan (TDP) is needed to provide strategic guidance for service improvements and integration between systems from a County perspective. The TDP will address issues emerging from Metro's 2018 Regional Transit Strategy, and build off other County documents such as the Transportation System Plan and the Community Health Improvement Plan.

The Transportation and Growth Management program (TGM) Program requires Board of County Commissioner approval in a Board resolution and letter of support. Applications are due on June 8<sup>th</sup>, 2018.

**RECOMMENDATION:**

Staff respectfully recommends the adoption of the attached Resolution for Approval to Apply and Resolution of Support for the Transportation and Growth Management (TGM) Program for a Clackamas County Transit Development Plan and requests the BCC send the attached letter of support for the application.

Respectfully submitted,

Mike Bezner  
Assist Director of Transportation

June 7, 2018

Ms. Lidwien Rahman  
123 NW Flanders  
Portland, OR 97209

Dear Ms. Rahman:

The Clackamas County Board of County Commissioners supports the Transportation and Growth Management Grant application that is being submitted for a Clackamas County Transit Development Plan.

In light of the funds being generated by HB 2017 and the Statewide Transportation Improvement Fund, the Clackamas County Transit Development Plan will provide strategic guidance to the County for transit service improvements and integration between systems from a local perspective. A few key activities will be:

- Explore alternative services such as shuttles, express service, micro transit, and Tech Networking Companies like Uber & Lyft and how they apply in the suburban environment
- Development of service connection proposals utilizing a transit accessibility tool to provide more efficient service and coverage within urban Clackamas County
- Provide coordination between all service providers operating within Clackamas County (TriMet, SCTD, SAM, CAT, SMART)
- Creating of a prioritized list of transit projects that will enhance the transit service connections in the County

The Clackamas County Board of County Commissioners support the submittal of the application for a Transportation and Growth Management Grant of \$176,000 and further commits the County to provide \$24,000 in-kind match for the project.

Please see the attached resolution supporting the Department of Transportation and Development application to the Transportation and Growth Program for funding for a Clackamas County Transit Development Plan.

Sincerely,

Jim Bernard, Chair  
Clackamas County Board of Commissioners

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF CLACKAMAS COUNTY, STATE OF OREGON**

In the Matter of Approval to Apply and  
Resolution of Support for the  
Transportation and Growth  
Management (TGM) Program for a  
Clackamas County Transit  
Development Plan



Resolution Order No. \_\_\_\_\_  
*Page 1 of 2*

**Whereas**, Section 122 of [Keep Oregon Moving](#) (Oregon House Bill 2017) established a new dedicated source of funding for **expanding public transportation service in Oregon**. This new funding source is called the Statewide Transportation Improvement Fund, or STIF; and

**Whereas**, projects funded by the Statewide Transportation Improvement Fund are required to be identified in a locally adopted plan; and

**Whereas**, Clackamas County Transit Development Plan is needed to provide strategic guidance to the County for transit service improvements and integration between systems from a local perspective; and

**Whereas**, the purpose of the Clackamas County Transit Development Plan is to identify opportunities to improve connections between communities and to provide guidance into the Trimet Service Enhancement Plans from the Clackamas County perspective. In addition the Transit Development Plan will provide guidance on how the County can be advocating for transit service to improve accessibility to these areas that currently may have low levels of transit service. Finally, it will identify priority investments for the HB 2017 transit funds collected in unincorporated Clackamas County, outside of existing transit service areas, providing guidance into future required HB 2017 Transit plans; and

**Whereas**, the Clackamas County Transit Development Plan project will support the objective of the Transportation and Growth Management program to provide transportation choices to support communities with the balanced and interconnected transportation networks necessary for mobility, equity, and economic growth; and

**Whereas**, the TGM Program requires Board of County Commissioner approval in a board resolution and letter of support; and

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
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Management (TGM) Program for a  
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Development Plan



Board Order No. \_\_\_\_\_  
*Page 2 of 2*

**NOW, THEREFORE, BE IT RESOLVED** that the Clackamas County Board of Commissioners authorize and submit a letter of support for the above mentioned TGM Application for a Clackamas County Transit Development Plan.

**DATED** this \_\_\_\_ day of \_\_\_\_\_, 2018

**BOARD OF COUNTY COMMISSIONERS**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Recording Secretary

# 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

Application for:  Subrecipient funds  Direct Grant  
Lead Department: Transportation and Development Grant Renewal?  Yes  No

Name of Funding Opportunity: Oregon Department of Transportation - Transportation and Growth Management

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

Requestor Information (Name of staff person initiating form): Karen Buehrig

Requestor Contact Information: [KarenB@clackamas.us](mailto:KarenB@clackamas.us), x4683

Department Fiscal Representative: Diedre Landon

Program Name or Number (please specify): Long Range Planning

Brief Description of Project:

The proposed project will develop a Transit Development Plan for Clackamas County designed to provide strategic guidance to the County for service improvements and integration between systems from a local perspective. Other objectives include: 1) Exploring alternative services such as shuttles, express service, micro transit, and Tech Networking Companies like Uber & Lyft; 2) Develop service connection proposals utilizing a transit accessibility tool to provide more efficient service and coverage within urban Clackamas County; 3) Provide coordination between all service providers operating within Clackamas County (TriMet, SCTD, SAM, CAT, SMART)

Name of Funding (Granting) Agency: Oregon Department of Transportation

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

<http://www.oregon.gov/LCD/TGM/Pages/grants.aspx>

**OR**

Application Packet Attached:  Yes  No

Completed By: Brett Setterfield Date 09-May-18

**\*\* 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: 04/06/2018 Announcement/Opportunity #: \_\_\_\_\_ NA

Grant Category/Title: Transportation System Planning Max Award Value: \$200,000

Allows Indirect/Rate: No Match Requirement: 12%

Application Deadline: 06/08/2018 Other Deadlines: \_\_\_\_\_

Grant Start Date: 01/01/2019 Other Deadline Description: \_\_\_\_\_

Grant End Date: 12/31/2020

Completed By: 09/30/2020

Pre-Application Meeting Schedule: BCC Policy Session x/xx/2018

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

### Mission/Purpose:

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

A goal in Performance Clackamas is to Grow a Vibrant Economy with 2000 units of housing to be developed by 2022. Ensuring these households have access to public transportation will be a focus of the Transit Development Plan.

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

The Clackamas County Transportation System Plan has a brief transit section outlining transit policies in the County, specifically 5.T.4 "Emphasize transit improvements... that best meet the needs of all County residents, employees and employers." A TDP addresses this in great detail.

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

There are several partners that have a direct state in improving transit service in Clackamas County, including TriMet, Canby Area Transit (CAT), South Clackamas Transportation District (SCTD), South Metro Area Regional Transit (SMART), and Sandy Area Metro (SAM). However, none of these partners have overall responsibility for the entire area and the ability to bring all the stakeholders together to seek solutions.

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

The objective of the grant is to secure support of all the stakeholders as well as members of the legislature for a plan that will provide strategic guidance to the County for transit service improvements and integration between transit service provider systems. The objective will be obtained by developing a Transit Development Plan (TDP) based on strategies provided in ODOT's TDP Guidebook.

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 grant proposal does not fund an existing program. The program should be called "Clackamas County Transit Development Plan (CCTDP)."

### 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?*

Yes, the organization does have adequate, qualified staff. The type of staff required will be the Transportation Planning Supervisor as project manager, with direct support and considerable assistance from one transportation planner.

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?*

Yes, there will be partnership effort required. The primary partners will be as follows: TriMet, Canby Area Transit (CAT), South Clackamas Transportation District (SCTD), Sanday Area Metro (SAM), South Metro Area Regional Transit (SMART), and ODOT Region #1. ODOT Region #1 will be the grant administrator. The other partners will assist with review of technical products, draft plan input, and support for the proposed document after completion of the plan.

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.)?*

This is not a pilot project.

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.)?*

The funding will not create a new program.

**Collaboration**

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

Three county departments will be involved: Department of Transportation and Development will lead the project; Departments of Public and Government Affairs; and Business & Economic Development will also participate.

**Reporting Requirements**

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

The County must submit progress reports and any deliverables to ODOT Region #1 no less than every two months as a condition of disbursement of funds. The County will also be responsible to provide a completion report including a complete breakdown of project costs, a list of final deliverables and the final disbursement request.

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?

The product of this project will be used to build off the county Transportation System Plan, and may be placed as an appendix to the County's Comprehensive Plan. As a result, development of data sources to evaluate grant performance is not necessary.

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

No less than every other month the county must submit a full, itemized reimbursement request and a cost report. Upon completion the county must submit an itemized project cost report and request for final payment including holdback. The County is responsible to maintain all fiscal records and other records necessary to document County performance for a period of no less than six years.

**Fiscal**

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

Yes. The benefits that could be realized from this grant is guidance for service improvements and integration between transit systems within the county, eliminating redundant future planning and systemwide expenses.

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

The required match will be met with in-kind work.

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

There is a 12% match requirement. Match requirement can be met with a combination of cash and in-kind. DTD is proposing to contribute the required match as in-kind involving direct project work by the project manager.

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

This grant will be one-time funding to complete a special study. Sustaining the funding will not be necessary.

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?

Indirect expenses are not eligible under this grant. Expenses for materials, travel, meeting support will be included the grant request.

Program Approval:

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>		
Name (Typed/Printed)	Date	Signature

<b>DEPARTMENT DIRECTOR</b>		
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.**