

September 5, 2024

BCC Agenda Date/Item: _____

Board of County Commissioners
 Clackamas County

Approval to Apply for a Statewide Transportation Improvement Fund Discretionary Grant for updating the Clackamas County Transit Development Plan. Application value is \$300,000 for 2 years. Funding is through Statewide Transportation Improvement Funds. No County General Funds are involved.

Previous Board Action/Review	Briefed at issues – 9/3/24		
Performance Clackamas	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 needs of older adults in the community.		
Counsel Review	No	Procurement Review	No
Contact Person	Teresa Christopherson	Contact Phone	503-650-5718

EXECUTIVE SUMMARY:

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 updates to the Clackamas County Transit Development Plan (TDP).

This project will complete the five-year update of Clackamas County’s Transit Development Plan. The current TDP was approved by the Board in April, 2021, and needs to be updated by 2026. The plan update will re-examine and refresh the short-, medium-, and long-term service recommendations, specifically considering the recent changes and proposed changes of TriMet’s Forward Together 1.0 and 2.0. It will also explore new areas of potential first mile/last mile shuttle service, transit access projects, capital investment priorities, and implementation recommendations. Lastly, the update will include coordination with other small transit providers throughout Clackamas County to identify specific actions needed to improve transit that connects the rural communities to each other and to the urban area

RECOMMENDATION: Staff recommends approval to apply for this grant and further recommend the acceptance of the award if funded, and that Tootie Smith, Chair, be authorized to sign all documents necessary to accomplish this action on behalf of the Board of Commissioners.

For Filing Use Only

Respectfully submitted,
Rodney A. Cook
 Rodney A. Cook, Director
 Health, Housing and Human Services Department

Healthy Families. Strong Communities.

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 or direct appropriation, complete sections I, II, IV & V only. Section III is not required.

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

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

Award Renewal? Yes No

Lead Fund # and Department:	240: Health, Housing, and Human Services
Name of Funding Opportunity:	2025-27 Statewide Transportation Improvement Fund - Discretionary - TDP Update

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

Requestor Information: (Name of staff initiating form)	Kristina Babcock
Requestor Contact Information:	Kbabcock@clackamas.us
Department Fiscal Representative:	Doug Green
Program Name & Prior Project #: (please specify)	400209 - Transit Services

Brief Description of Project:

This project will complete the five-year update of Clackamas County's Transit Development Plan. The current TDP was approved by the BCC in April, 2021 and needs to be updated by 2026. The plan update will re-examine and refresh the short-, medium-, and long-term service recommendations, specifically considering the recent changes and proposed changes of TriMet's Forward Together 1.0 and 2.0. It will also explore new areas of potential first mile/last mile shuttle service, transit access projects, capital investment priorities, and implementation recommendations. Lastly, the update will include coordination with other small transit providers throughout Clackamas County to identify specific actions needed to improve transit that connects the rural communities to each other and to the urban area. The plan is an essential requirement to apply for funding for current and future transit related projects.

Name of Funding Agency: Oregon Department of Transportation - Statewide Transportation Improvement Fund Discretionary and Statewide Transit Network Program

Notification of Funding Opportunity Web Address: <https://www.oregon.gov/odot/rptd/pages/funding-opportunities.aspx>

OR

Application Packet Attached: Yes No

Completed By:

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

Assistance Listing Number (ALN), if applicable:	N/A	Funding Agency Award Notification Date:	March 2025
Announcement Date:	11 July 2024	Announcement/Opportunity #:	
Grant Category/Title	Transportation System Planning	Funding Amount Requested:	\$240,000
Allows Indirect/Rate:	No	Match Requirement:	20%
Application Deadline:	5 September 2024	Total Project Cost:	\$300,000
Award Start Date:	Determined by award decision, sometime after 1 July 2025	Other Deadlines and Description:	
Award End Date:	Determined by award decision, sometime before 30 June 2027		
Completed By:	T Christopherson	Program Income Requirements:	
Pre-Application Meeting Schedule:	Completed 8/20/24		

Additional funding sources available to fund this program? Please describe:

STIF Formula Funds will be used to cover the 20% matching requirement (\$60,000). These funds are already available.

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

None

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

None

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?

A goal in the March 2021 update to the Performance Clackamas Plan is ensuring that 100% of county residents - where served - have access to safe and affordable multimodal transportation infrastructure. Renewing the Transit Development Plan will work toward this goal by analyzing gaps in existing transit service areas.

Additionally, the Clackamas County Transportation System Plan outlines transit policies in the County. Section 5.T.4 states a goal of "emphasiz[ing] transit improvements... that best meet the needs of all County residents, employees and employers." A renewed Transit Development Plan aims at this goal.

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

Several Clackamas County transit partners have a vested interest in planning improved service in the 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 responsibility for the entire county and the ability to bring all the stakeholders together to seek solutions.

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

Projects eligible to receive grant funding under the STIF Discretionary and Intercommunity Discretionary Funds include, but are not limited to capital, operations, technology, planning and research activities, including bicycle and pedestrian projects that facilitate greater access to transit services.

Our project will fall under "planning activities" and will provide strategic guidance to the County for transit service improvements and integration between transit service provider systems. The objective will be achieved by developing a final updated Transit Development Plan that aligns with strategies laid out in ODOT's TDP Guidebook.

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

The grant does not fund an existing or new program.

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?

The organization does have adequate, qualified staff for project management, and a consultant will be hired for project support. Social Services staff will provide grant oversight and management and is highly experienced with STIF Discretionary grant requirements. DTD will provide the Transportation Planning Supervisor as project manager, with direct support and considerable assistance from one transportation planner to oversee the consultant.

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

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 sun setting the project and/or staff if it does not continue (e.g. making staff positions temporary or limited duration, etc.)?

N/A: This is not a pilot project.

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: The funding will not create a new program.

Collaboration

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

Two county departments will be involved: Health, Housing, and Human Services will lead the project and provide grant management, and Department of Transportation and Development will provide primary support.

Reporting Requirements

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

Recipients of this grant funding are required to prepare a quarterly report detailing expenditures, project progress, and outcomes achieved. This report must be submitted to ODOT. Additionally, all recipients are required to submit an annual report containing the following: low-income impact mitigation report, Qualified Entity's adopted annual budget for the upcoming fiscal year, and results of any relevant financial audits of the Qualified Entity or any sub-recipient.

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?

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 funding?

No less than every quarter 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 three years.

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.

No additional revenue sources are required beyond the \$60,000 in STIF Formula Funds provided by H3S. These funds are already available for this project.

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.)?

A 20% match (\$60,000) is required and this will be met with STIF Formula Funds provided by H3S.

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?

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

Other information necessary to understand this award, if any.

Program Approval:

Teresa Christopherson, Administrative Services Manager 8/27/24

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

8/28/24

Brenda Durbin

Name (Typed/Printed)

Date

Signature

DEPARTMENT DIRECTOR (or designee, if applicable)

Adam Brown

8/28/24

Adam Brown

Adam Brown (Aug 28, 2024 15:29 PDT)

Name (Typed/Printed)

Date

Signature

FINANCE ADMINISTRATION

Patrick Williams

8/28/2024

Patrick Williams

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 \$150,000 and below:

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

For applications up to and including \$150,000 email form to BCC staff at CA-Financialteam@clackamas.us for Gary Schmidt's approval.

For applications \$150,000.01 and above, email form with Staff Report to the Clerk to the Board at ClerktotheBoard@clackamas.us to be brought to the consent agenda.

BCC Agenda item #: 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.

H3S #10 TDP STIF Lifecycle

Final Audit Report

2024-08-28

Created:	2024-08-28
By:	Katie Strong (KStrong@clackamas.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAyIgEZERnazddMP-jITS-Fhc-fyfxvILW

"H3S #10 TDP STIF Lifecycle" History

-  Document created by Katie Strong (KStrong@clackamas.us)
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-  Document emailed to Patrick Williams (pwilliams@clackamas.us) for signature
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-  Email viewed by Patrick Williams (pwilliams@clackamas.us)
2024-08-28 - 11:11:03 PM GMT- IP address: 93.115.5.83
-  Document e-signed by Patrick Williams (pwilliams@clackamas.us)
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