

November 7, 2024

BCC Agenda Date/Item: \_\_\_\_\_

Board of County Commissioners  
 Clackamas County

**Approval of a Grant Application to the Statewide Transportation Improvement Population-Based Funds program for Transportation Reaching People and Clackamas County Senior Centers operations. Anticipated Grant Value is \$1,777,204 for 2 years. Funding is through the Oregon Department of Transportation. No County General Funds are involved**

<b>Previous Board Action/Review</b>	Briefed at issues: 10/29/2024		
<b>Performance Clackamas</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 the needs of older adults in the community.		
<b>Counsel Review</b>	No	<b>Procurement Review</b>	No
<b>Contact Person</b>	Teresa Christopherson	<b>Contact Phone</b>	503-650-5718

**EXECUTIVE SUMMARY:** The Social Services Division of the Department of Health, Housing and Human Services requests approval to apply for Population-Based Statewide Transportation Improvement Funds (STIF). In 2018, with the approval of HB2017 (Keep Oregon Moving), Oregon added a .01% employee payroll tax that is to be used to improve public transportation service in both rural and urban communities. Statewide Transit Improvement Funds (STIF) may be used for public transportation purposes that support the effective planning, deployment, operation, and administration of public transportation programs including, but not limited to:

- The creation of new systems and services
- Maintenance or continuation of systems or services
- Planning for and development of a Local Plan

These funds are not intended to supplant local funding sources, and the intent of STIF funding is to prioritize improvement or expansion services.

The state distributes STIF funds directly to each county’s Qualified Entity (QE). For Washington, Multnomah, and Clackamas Counties, the QE is TriMet, as it is the largest Mass Transit District. Funds generated outside TriMet’s borders are then distributed to counties and small transit providers (referred to in rule as Public Transportation Service

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Providers) for approved projects inside and outside TriMet's service district. ODOT distributes STIF funds to the Qualified Entity on a quarterly basis. The QE then passes dollars through to each of the PTSPs based on a formula allocation, and the PTSPs use the dollars to fund the approved projects.

Clackamas County Social Services has received Statewide Transportation Improvement Funds since the creation of HB 2017.

No match is required.

**RECOMMENDATION:** Staff respectfully requests that the Board of County Commissioners approve the application for this grant, accept the award if funded, and authorize Chair Smith to sign all documents necessary to accomplish this action on behalf of Clackamas County.

Respectfully submitted,

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

Rodney A. Cook  
Director of 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 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

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

Award Renewal?  Yes No

<b>Lead Fund # and Department:</b>	240 - H3S Social Services
<b>Name of Funding Opportunity:</b>	STIF Population Based Funds- Human Services

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)	STIF Formula FY24-25 - 400224312

**Brief Description of Project:**

Special Transportation Improvement Funds (STIF) are collected statewide by payroll tax and distributed by population based formula through TriMet. These funds are used to support services for seniors and persons with disabilities through Transportation Reaching People and the senior centers.

Name of Funding Agency:

Notification of Funding Opportunity Web Address:

**OR**

Application Packet Attached:      Yes      No

Completed By: Kristina Babcock      Date: 8/15/24

**\*\* 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:	
Announcement Date:	8/27/24	Announcement/Opportunity #:	
Grant Category/Title	STIF Population Funds	Funding Amount Requested:	\$1,777,204
Allows Indirect/Rate:	N/A	Match Requirement:	\$0
Application Deadline:	01/16/25	Total Project Cost:	\$1,777,204
Award Start Date:	07/01/2025	Other Deadlines and Description:	
Award End Date	06/30/2026		
Completed By:	Kristina Babcock	Program Income Requirements:	
Pre-Application Meeting Schedule:			

Additional funding sources available to fund this program? Please describe:  
Clackamas County STIF Formula funds, Waivered Non-Medical Transportation, Federal 5310

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

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?*

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

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

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

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

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.)?*

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.)?*

**Collaboration**

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

**Reporting Requirements**

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

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?

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

**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.

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.)?

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?

Other information necessary to understand this award, if any.

Program Approval:

Teresa Christopherson 9/25/24

Teresa D  
Christopherson

Digitally signed by Teresa D  
Christopherson  
Date: 2024.09.25 08:45:31 -07'00'

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

9/25/24

Brenda Durbin

Digitally signed by Brenda Durbin  
Date: 2024.09.25 12:54:41 -07'00'

Name (Typed/Printed)


Date

Signature

DEPARTMENT DIRECTOR (or designee, if applicable)

Denise Swanson

Oct 1, 2024

  
Denise Swanson (Oct 1, 2024 15:47 PDT)

Name (Typed/Printed)

Date

Signature

FINANCE ADMINISTRATION

Elizabeth Comfort

Oct 2, 2024



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:	Denied:
Name (Typed/Printed)	Date	Signature

**For applications up to and including \$150,000 email form to BCC staff at [CA-Financialteam@clackamas.us](mailto: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](mailto: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](mailto:financegrants@clackamas.us)  
when fully approved.

Department: keep original with your grant file.

# SS-Lifecycle\_Fund 240\_STIF Population Based Fund\_Human Services

Final Audit Report

2024-10-02

Created:	2024-09-30
By:	Qudsia Sediq (QSediq@clackamas.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAXHZ0GYFyoX24IG4kicpPaYHZSFOGDvUg

## "SS-Lifecycle\_Fund 240\_STIF Population Based Fund\_Human Services" History

 Document digitally presigned by Teresa D Christopherson (teresachr@clackamas.us)


2024-09-25 - 3:45:31 PM GMT- IP address: 198.245.132.3

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 Signer dswanson@clackamas.us entered name at signing as Denise Swanson

2024-10-01 - 10:47:01 PM GMT- IP address: 172.223.197.184

 Document e-signed by Denise Swanson (dswanson@clackamas.us)

Signature Date: 2024-10-01 - 10:47:03 PM GMT - Time Source: server- IP address: 172.223.197.184

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✔ Agreement completed.

2024-10-02 - 6:48:12 PM GMT