



DAN JOHNSON
DIRECTOR

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

March 24, 2022

Board of Commissioners
Clackamas County

Members of the Board:

Approval to amend a Grant Agreement with Metro for Regional Travel Options (RTO) grant
for Safe Routes to School

Purpose/ Outcomes	Amend a grant agreement with Metro to extend current Safe Routes to School work and program coordinator position for one additional year and add \$39,600.00 of additional funding.
Dollar Amount and Fiscal Impact	\$39,600.00 in additional grant funds will be provided by Metro to the County. In-kind staff time matching funds in the amount of \$4,533.00 (10.27%) are required. Amended grant award with the additional year brings total grant award to \$177,868.00.
Funding Source	In-kind staff time will serve as the grant match. No road use or general funds will be involved.
Duration	Grant award commenced on July 1, 2019 and will remain in effect until July 31, 2023.
Previous Board Action	-Board authorized and signed the original grant contract on October 3, 2019. -Discussion item at issues on 03/22/22
Strategic Plan Alignment	-This project will help meet the goal to provide travelers safe roads that are in good condition. -This project aligns with the Performance Clackamas Goal that by 2026 100% of county residents and businesses have access to safe and affordable infrastructure including multimodal transportation facilities.
Counsel Review	This item has been reviewed and approved by County Counsel on 3/10/22 NB
Procurement Review	Was this item processed through Procurement? No, this project is to extend an existing grant for one additional year and accept additional funds equating to one third the original grant amount.
Contact Person	Scott Hoelscher, Senior Transportation Planner - 742-4533

The Department of Transportation and Development (DTD) received a Regional Travel Options (RTO) grant from Metro in 2019 to conduct Safe Routes to School (SRTS) planning and programming for three years. The awarded grant funds allowed the county to sustain the SRTS program and hire a part-time (20 hours per week) SRTS Coordinator on a contract basis. The three-year SRTS Coordinator position is housed within DTD but not a county employee. Due to the COVID-19 global pandemic and subsequent school closures, much of the scope of work for the project could not be completed. Metro has, therefore, granted an additional year and \$39,600.00 of additional monies to Clackamas County under the RTO grant. These changes require an amendment to the original grant contract. The amendment would extend the SRTS program to July 31, 2023.

RECOMMENDATION:

Staff respectfully requests that the Board of County Commissioners sign the attached Intergovernmental Agreement (IGA) with Metro for the Regional Travel Options Grant for Safe Routes to School Program Coordinator for one additional year until July 31, 2023 and \$39,600.00 of additional monies.

Respectfully Submitted,

Scott Hoelscher

Scott Hoelscher – Senior Transportation Planner

Grant Amendment



AMENDMENT NO. 1

CONTRACT NO. 936220

This Amendment hereby amends the above titled contract between Metro, a metropolitan service district organized under the law of the State of Oregon and the Metro Charter, and **Clackamas County**, hereinafter referred to as "Grantee."

This amendment is a change order to the original scope of work as follows:

Provides additional federal FTA grant funding for fiscal year 2022-2023 of **THIRTY-NINE THOUSAND SIX HUNDRED DOLLARS AND NO/100TH (\$39,600.00)** for the Safe Routes to School Grant. Grantee will contribute an additional non federal local match of **FOUR THOUSAND FIVE HUNDRED THIRTY-THREE AND NO/100TH DOLLARS (\$4,533.00)**.

Replace section B.

B. Effective Date and Duration

The beginning date of this Agreement is July 1, 2019, and shall remain in effect until and including July 31, 2023, unless terminated or extended as provided in this Agreement. Costs incurred on or after July 1, 2019, which are deemed allowable costs for this project, will be reimbursed once all parties have signed this Agreement and Metro has been presented with the appropriate invoice and documentation.

Replace section D.

D. Compensation

The total Agreement amount is **ONE HUNDRED SEVENTY-SEVEN THOUSAND EIGHT HUNDRED SIXTY-EIGHT AND NO/100th's DOLLARS (\$177,868.00)**. This amount includes (1) FTA GRANT funds to be dispersed to Grantee not to exceed **ONE HUNDRED FIFTY-NINE THOUSAND SIX HUNDRED AND NO/100th's DOLLARS (\$159,600.00)**; (2) Grantee's non federal local match of **EIGHTEEN THOUSAND TWO HUNDRED SIXTY-EIGHT AND NO/100th's DOLLARS (\$18,268.00)**.

Replace Exhibit A – Scope of Work

Except for the above, all other conditions and covenants remain in full force and effect.

IN WITNESS TO THE ABOVE, the following duly authorized representatives of the parties referenced have executed this Amendment.

Clackamas County

METRO

By _____

By _____

Print Name _____

Print Name _____

Date _____

Date _____



Metro

600 NE Grand Ave.
Portland, OR 97232-2736

Exhibit A – Scope of Work

Metro Grant 936200

Amendment 1

CLACKAMAS COUNTY SAFE ROUTES TO SCHOOL - SCOPE OF WORK (SOW)

This project will coordinate Safe Routes to School (SRTS) activities and programming at Clackamas County schools within the Metro Service Boundary. A part-time Safe Routes to School Coordinator will be contracted to conduct outreach and coordinate SRTS programming. County staff from the Department of Transportation and Development (DTD); Health, Housing and Human Services (H3S) and Public and Government (PGA) will provide support to implement and complete the scope of work.

Project Goals

Clackamas County's vision for Safe Routes to School (SRTS) is to create a sustainable program available to all community members and to make bicycling and walking to school a feasible form of transportation, thereby encouraging a healthy and active lifestyle at an early age. The program includes 6 goals to realize this vision.

- 1. Build awareness of Safe Routes to School and promote active transportation options through encouragement activities in at least 10 schools in Clackamas County.*
- 2. Expand bicycle and pedestrian safety education at Clackamas County schools.*
- 3. Work with community and law enforcement partners to improve road user behavior around schools by obeying traffic safety laws and sharing the road safely.*
- 4. Work with partners to establish a list of priority infrastructure and operational improvements for at least one Title One school each year.*
- 5. Regularly collect, analyze and share data by conducting tallies and surveys to evaluate program performance.*
- 6. Ensure the Clackamas County SRTS program prioritizes activity and investment in areas with a high percentage of communities of color and low-income residents.*

Evaluation Plan

The Clackamas County Safe Routes to School Project will involve collecting data from schools at least once a year via the classroom tally sheets available from the National SRTS database. As detailed in the below scope of work Clackamas SRTS Program plans to build on existing evaluation methods to gather additional feedback from students, teachers, school administrators, and parents.

Exhibit A – Scope of Work

Metro Grant 936200

Amendment 1

Clackamas SRTS will collect data to address the environment, equity and health, economy, efficiency and engagement elements of Metro’s Multiple Account Evaluation Framework. Data will be reported to Metro quarterly and combined into a Final Report that tracks progress toward goals and summarizes the schools and students involved in encouragement events and bike/ped safety education, as well as progress on school Action Plans.

Project Area

The project area includes school districts and schools within the urban area of Clackamas County. Within the Metro Service Boundary there are six school districts: Gladstone, Lake Oswego, North Clackamas School District, Oregon City, Oregon Trail and West Linn-Wilsonville.

Project Staff

The primary project team members and percent of time they will work on this project are listed below.

Staff Name	Title	Project Role	Experience (yrs)	% of Time
Nicole Perry	Safe Routes to School Coordinator	SRTS Outreach and Coordination	-	100%
Scott Hoelscher	Senior Planer – Multimodal Transportation	Grant Manager	15	10-20%
Brett Setterfield	Planner II	GIS Services	3	5-10%
Christian Snuffin	Senior Civil Engineer	Civil Engineering	15	0-10%
Cameron Ruen	Community Relations Specialist	Public & Government Affairs	3	0-7%



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Amendment 1

Mallorie McDowell	Engineering Technician	MUTCD; ADA compliance; school zone safety	14	5-10%
Rob Sadowsky	Transportation Safety Outreach Coordinator	Drive to Zero – Outreach Safety Campaign	30	5-10%
Abe Moland	Health and Transportation Impact Planner	Health Impact Assessments/ Walking School Bus	3	10-15%

Task	Task Description	Task Complete Date	Outcomes or Deliverables
1. Outreach and Administration			
1.1	SRTS Coordinator <i>A half-time SRTS Coordinator will work with districts, cities, schools, Clackamas County, community groups, and others to support SRTS programming throughout the county. The position will be contracted by the County, with a staff time local match to support outreach, website updates, Action Plans, and other coordination.</i>	Ongoing through June 30, 2023	SRTS Coordinator hired Log of coordination meetings attended with districts, cities, and other partners (log of meetings attended).
1.2	Countywide SRTS Meetings <i>Discuss the past, present and future of SRTS in Clackamas County at a fall and a spring monthly Pedestrian and Bikeway Advisory Committee (PBAC) meeting.</i>	June 30, 2023	PBAC meeting sign-in sheets, agendas, and meeting notes.

Exhibit A – Scope of Work

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Task	Task Description	Task Complete Date	Outcomes or Deliverables
1.3	<p>SRTS Capacity Building/Laying the Groundwork</p> <p><i>Coordinator presentations or meetings with school district boards, PTA/PTO groups, potential SRTS champions, and others to inform constituents about SRTS benefits and build interest in pursuing local SRTS activities.</i></p> <p><i>Offer Clackamas SRTS Interest Survey with Menu of Activities</i></p> <p><i>Explain Oregon SRTS Recognition Levels and invite schools to take next steps.</i></p> <p><i>Track and prioritize Title 1 schools for outreach and support.</i></p> <p><i>Develop relationships with People of Color-led organizations and other historically marginalized groups. Work with these groups to spread the word about SRTS benefits and events. Find out about their community priorities and provide culturally-sensitive messaging.</i></p> <p><i>As needed provide materials, interpretation, and programming in Spanish, Russian, and other languages.</i></p>	Ongoing through June 30, 2023	<p>Up to 6 presentations or initial meetings per year</p> <p>Interest survey to gauge interest in SRTS activity participation, next steps, and school goals.</p> <p>Catalogue of activities and participation at Title 1 Schools in the county.</p> <p>Outreach list & potential partnership opportunities.</p> <p>Culturally appropriate messaging strategy</p>
<p>2. Education</p>			
2.1	<p>Walking School Bus</p> <p><i>In collaboration with the County Health Department initiate a Walking School Bus program at an elementary school or middle school with prioritization of a Title 1 school.</i></p>	June 30, 2023	<p>Walking School Bus Guidelines</p> <p>Route Maps showing meet-up spots and walking route</p> <p>Surveys to track participation rates and obtain feedback</p>
2.2	<p>Bike Education</p> <p><i>Bike safety education will be delivered in collaboration with a technical service provider.</i></p>	June 30, 2023	Bike education (10 hours)



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Task	Task Description	Task Complete Date	Outcomes or Deliverables
2.3	<p>Poster Art Contest <i>Implement an annual Clackamas County Safe Routes to School Poster Art Contest</i></p>	Spring 2020, 2021, 2022, 2023	<p>Poster Art Contest outreach materials Number of submissions Contest winners Participant and teacher surveys to track learning objectives and get feedback on the contest.</p>
3. Encouragement			
3.1	<p>Countywide Walk+ Roll to School Days <i>Continue supporting interested schools in celebrating Walk+Roll to School Days and/or other events such as Ruby Bridges Walk to School Day or Winter Walk Day by connecting them with materials and resources for celebratory activities such as bike fairies, cocoa for carpools etc. Schools can sign-up to participate at the countywide meetings, during initial presentations, or by contacting the SRTS Coordinator directly. The SRTS Program will prioritize Title 1 schools for direct support and staffing assistance.</i></p>	Ongoing through June 30, 2023	<p>Annual Fall International Walk+Roll to School Day Annual Spring Walk+Roll to School Challenge Additional SRTS Events Participation numbers (Count stickers handed out to students who walk/bike).</p>

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3.2	<p>Encouragement Events and Activities <i>Provide ideas, resources, and technical support for encouragement events and activities such as Golden Sneaker, Bike Fairy, Safety Assemblies, Frequent Walker Program.</i></p> <p><i>Communicate best practices to schools through the Clackamas County SRTS Handbook.</i></p> <p><i>Create an Interest Survey with Menu of Activities and a 1-page guide to the handbook and new activity ideas.</i></p> <p><i>Add and maintain SRTS encouragement resources on the Clackamas SRTS website.</i></p> <p><i>Provide materials, interpretation, and programming in Spanish, Russian, and other languages, as needed.</i></p>	Ongoing through June 30, 2023	<p>Log of event/activity locations and participation numbers. (Count stickers handed out to students who walk/bike).</p> <p>Incentives donated and handed out.</p> <p>1-pager for the Handbook</p> <p>Data from Interest Survey with Menu of Activities.</p> <p>Website updates</p>
4. Enforcement			
4.1	<p>School Area Transportation Safety Campaign <i>Work with Metro’s SRTS Safety Campaign development. The campaign may involve street banners or lawn signs, and communicate safety messages with school parents as well as neighbors and others who may be traveling through the school area.</i></p>	Ongoing through June 30, 2023	Participation in Metro’s SRTS Safety Campaign



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5. Engineering			
5.1	<p>School Action Plans & Suggested Route Maps</p> <p><i>Work with County engineers and City staff to update older Action Plans and create new Action Plans at schools within the Metro boundary. Work with Clackamas County Health Human Services (H3S) to incorporate a Health and Safety lens to identified Action Plans and conduct health impact assessments on identified projects as needed. Action Plans will be collaboratively written by County engineers and SRTS Coordinator. The SRTS Program will prioritize Title 1 schools for Action Plan development.</i></p>	Ongoing through June 30, 2023	Complete at least 1 new and update 1 existing Action Plan, with Suggested Route Map.
6. Evaluation			
6.1	<p>Interest Survey</p> <p><i>Gauge interest in SRTS activity participation, next steps, and preferences. Use after initial meetings with schools, districts, or others. Survey will be 5-6 brief questions. Consider online only due to limited capacity.</i></p>	Ongoing though June 30, 2023	Pandemic-related interest survey for administrators, students and families, and community members and partners Interest survey data
6.2	<p>Hand Tallies</p> <p><i>Encourage and provide technical assistance and materials for schools to collect hand tallies and enter them into the National Data Center.</i></p>	June 30, 2023	Hand tally data for each school interested in creating an action plan National Data Center summary report for each school surveyed.
6.3	<p>Parent Surveys</p> <p><i>Encourage and provide technical assistance and materials for County schools to collect parent surveys and enter them into the National Data Center. Consider online only due to limited capacity.</i></p>	Ongoing through June 30, 2023	Baseline parent survey data for each school interested in creating an action plan Follow-up parent surveys at each previously surveyed school.

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Task	Task Description	Task Complete Date	Outcomes or Deliverables
6.5	Participation Tracking <i>Use the Oregon SRTS Recognition Level Program to structure and track school engagement.</i>	Ongoing through June 30, 2023	Recognition Levels of participating schools, for example: "Number of Bronze-level Programs."
6.7	Final Report <i>Outline the achievements and challenges of the Clackamas County SRTS Program during the grant cycle, including mode shift, participation, and activity effectiveness.</i>	Summer 2023	Final Report with summary statistics for the 4-year grant cycle.

1) FTA GRANT funds to be dispersed to Grantee not to exceed **(\$159,600.00)**

The amount the Grantee is **required** to spend to match Metro's grant:

(2) Grantee's non federal local match (10.27%) of **(\$18,268.00)**

Grantee's invoices shall include:

- Metro Grant number **(936220)**
- Grantee name
- remittance address
- invoice date
- invoice number
- invoice amount
- Local Match amount
- itemized statement of work performed and expenses incurred during the invoice period
- **Required** to be submitted quarterly and uploaded into ZoomGrants