

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 the purchase of two new vehicles for use on the Mt Hood Express. Application value is \$350,000 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 vehicles for the Mt Hood Express. 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.

Several planning projects are ongoing or planned in the Government Camp area, including the Rest Stop Relocation, Park and Ride, and Transit Hub projects. As these planning projects in and around Government Camp continue to progress it is imperative that additional vehicles be purchased for the Mt Hood Express and Village Shuttle services. These vehicles will be used to expand service and explore other service models that better fit updated Regional needs.

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.

Respectfully submitted,

Rodney A. Cook

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

For Filing Use Only

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

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:	Teresa Christopherson
Program Name & Prior Project #: (please specify)	400209 - Transit Services

Brief Description of Project:

Several planning projects are ongoing or planned in the Government Camp area, including the Rest Stop Relocation, Park and Ride, and Transit Hub projects. As these planning projects in and around Government Camp continue to progress it is imperative that additional vehicles be purchased for the Mt Hood Express and Village Shuttle services. These vehicles will be used to expand service and explore other service models that better fit updated Regional needs.

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: Kristina Babcock Date: 8/7/24

**** 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:		Funding Agency Award Notification Date:	March 2025
Announcement Date:	11 July 2024	Announcement/Opportunity #:	
Grant Category/Title	Transportation System Planning	Funding Amount Requested:	\$280,000
Allows Indirect/Rate:	No	Match Requirement:	20%
Application Deadline:	5 September 2024	Total Project Cost:	\$350,000
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:		Program Income Requirements:	
Pre-Application Meeting Schedule:	BCC Policy Session x/xx/2024		

Additional funding sources available to fund this program? Please describe:
STIF Formula Funds will be used to cover the 20% matching requirement. These funds are currently 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?

These funds support transportation services in the form of capital equipment purchases for MHX. These transportation services help support seniors and people with disabilities, rural residents and others in Clackamas County, many of which have no other transportation options.

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

None

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 "capital activities" and will provide new capital investments.

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 affordable public transit services between Sandy along the Highway 26 corridor to Government Camp, and then up to Timberline Lodge. This is an essential service to provide rural residents with access to employment and other essential services, as well as providing visitors a safe and accessible option to enjoy Mt Hood.

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 grant management and already provides operations support for this public transit service

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

None

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.
Health, Housing, and Human Services will lead the project

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?

Purchase of the vehicle(s) and use in service on the Mt. Hood Express.

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 STIF Formula Funds provided by H3S for match.

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 is required and this will be met with STIF Formula Funds provided by H3S. These funds are currently available.

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, 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 15:31 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 #12 MHX Vehicles STIF Lifecycle

Final Audit Report

2024-08-28

Created:	2024-08-28
By:	Katie Strong (KStrong@clackamas.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAs15nWnOIHV9WpSOY9VxgsAZk57cmXeDq

"H3S #12 MHX Vehicles STIF Lifecycle" History

-  Document created by Katie Strong (KStrong@clackamas.us)
2024-08-28 - 11:06:58 PM GMT- IP address: 198.245.132.3
-  Document emailed to Patrick Williams (pwilliams@clackamas.us) for signature
2024-08-28 - 11:07:25 PM GMT
-  Document e-signed by Patrick Williams (pwilliams@clackamas.us)
Signature Date: 2024-08-28 - 11:16:46 PM GMT - Time Source: server- IP address: 71.59.184.207
-  Agreement completed.
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