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Clackamas County
www.clackamas.us



DAN JOHNSON
DIRECTOR

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

April 23, 2026

BCC Agenda Item: _____

Board of County Commissioners
Clackamas County

Approval to apply for a Regional Travel Options Grant to implement portions of the Travel Options Action Plan. Total grant value is \$225,000 for three years with matching funds of \$25,752 through the County Road Fund. Funding is through Metro and the County Road Fund. No County General Funds are involved.

Previous Board Action/Review: 3/10/2026: BCC Policy Session – Moved to approve Travel Options Action Plan at future Business Meeting. Scheduled for 4/23/26.

Performance Clackamas: The *Travel Options Implementation Project* aligns with the Performance Clackamas strategic result “Strong Infrastructure” and the goal that by 2027, the County will provide a plan for what efficient, accessible and affordable transit looks like in Clackamas County.

Counsel Review: No

Procurement Review: N/A

Contact Person: Scott Hoelscher

Contact Phone: 503-742-4533

EXECUTIVE SUMMARY: The *Travel Options Implementation Project* will put into action specific strategies identified in the Clackamas County *Travel Options Action Plan (TO Plan)*. The *TO Plan* provides guidance for Transportation Demand Management (TDM) programming with the goal of making people aware of travel options, improving public health and lessening congestion on our roadways. TDM focuses on strategies and techniques to increase the use of various travel modes. The RTO grant funding will be used to market the ClackCo commuter shuttles; enhance bike parking in urban areas; provide transportation consults with seniors; commute by bicycle classes; and activate various incentive programs and outreach to employers. The project is needed to meet the diverse transportation needs of County residents and to increase awareness of travel options that are available to county residents.

RECOMMENDATION: Staff respectfully request the approval to apply for a Metro Regional Travel Options (RTO) grant for the *Travel Options Implementation Project*.

Respectfully submitted,

Dan Johnson, Director
Department of Transportation &
Development

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: | 215- Department of Transportation and Development |
| Name of Funding Opportunity: | Metro Regional Travel Options (RTO) Core Partner Grant |

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

| | |
|--|-----------------------------|
| Requestor Information: (Name of staff initiating form) | Scott Hoelscher |
| Requestor Contact Information: | scotthoe@clackamas.us |
| Department Fiscal Representative: | Diedre Landon / Laura Kitts |
| Program Name & Prior Project #: (please specify) | Long Range Planning |

Brief Description of Project:

The County has prepared a Travel Options Action Plan (Plan). The Travel Options Implementation Project (Project) involves implementing strategies for Travel Demand Management (TDM) activities that were identified in the Plan, which was completed March 2026). TDM activities focus on strategies and techniques to reduce vehicle demand on roadways by increasing the use of travel modes. Project activities are expected to include encouragement events; bicycle activities to encourage that mode of transport and other programming. The three year project will involve contracting with a private contractor on a part time basis to carry out the TDM programming. The project will commence July 1, 2026 and conclude June 30, 2029

Name of Funding Agency: Metro

Notification of Funding Opportunity Web Address: Marne Duke - Commute Program Coordinator. Marne.Duke@oregonmetro.gov> <https://www.oregonmetro.gov/grants/regional-travel>

OR

Application Packet Attached: Yes No

Completed By: Scott Hoelscher Date: 3/12/26

**** 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: | May-June 2026 |
| Announcement Date: | March 6, 2026 | Announcement/Opportunity #: | |
| Grant Category/Title | Metro RTO | Funding Amount Requested: | \$225,000 |
| Allows Indirect/Rate: | Yes - with METRO approval. | Match Requirement: | In-Kind Staff Time Match. 10.27% = \$23,107.50 |
| Application Deadline: | April 30, 2026 | Total Project Cost: | \$248,107.50 |
| Award Start Date: | July 1, 2026 | Other Deadlines and Description: | |
| Award End Date | June 30, 2029 | | |
| Completed By: | Scott Hoelscher | Program Income Requirements: | |
| Pre-Application Meeting Schedule: | Pre-Application meeting with Metro is set for March 26, 2026 | | |

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

There are no additional funding sources available to fund this program.

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

No General Fund. We will use Road Fund to cover the match requirement of 10.27 percent of total project cost. Match will be covered with in-kind staff time, not cash.

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

N/A

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

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.

There are no other revenue sources required, available or will be used to fund the program. Road Fund supported staff will be directed to manage this project, and those costs will provide the in-kind match for the Metro RTP funding.

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.)?

No cash match required. 10.27% in-kind staff time required. In kind staff time will consist of project management and support.

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?

Yes. Grantees may include overhead costs in their invoices, at agreed-upon rates, with prior approval from Metro, if billing for staff time. However, the grant will cover expense of procuring consultant services to implement TDM programming.

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 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?

Yes. We will use existing Department of Transportation and Development staff to manage the grant and the consultants. No other staff is needed at this time.

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

The lead department for this project is the Department of Transportation and Development. DTD will coordinate with municipalities on the project if funds are awarded. The nature of this partnership and roles-responsibilities is still to be determined.

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.)?

This is not a pilot project and no new staff will be needed to carry out the grant activities.

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.)?

The grant would provide funds to implement portions of the Board approved Travel Options Action Plan. This could be considered a new program. However, there are no plans by the Department of Transportation and Development to fund and continue the program beyond the 3 years of funding under the RTO Core Partner Program. It is possible, however, a subsequent Core Partner Grant could be applied for.

Collaboration

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

The lead department for this project is the Department of Transportation and Development. No other departments will be involved in this project if the grant is awarded.

Reporting Requirements

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

Program and task reporting requirements for this grant will be 1/4 progress reports submitted to Metro via the Temelio grants platform. Consultant invoicing will be processed on a quarterly basis. Consultant invoices will be sent to county, which county will process and forward to Metro for reimbursement.

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?

This grant is implement for the County. If awarded, Metro requires an evaluation plan will be prepared for the project. Details on performance evaluation will be developed at a date in the future in conjunction with the requirements of the RTO program.

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

Reporting requirements are performed via new Temelio grants platform. Finance Dept. should review Metro grant handbook for this program and become familiar with Temelio.

Mission/Purpose:

1. How does the grant/funding opportunity support the Department and/or Division's Mission/Purpose/Goals?

The project aligns with the Long-Range Planning Program's purpose of providing land use and transportation plan development, analysis, coordination, and public engagement services to residents; businesses; local, regional and state partners; and County decision-makers so they can plan and invest based on a coordinated set of goals and policies that guide future development.

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

There are no community partners better suited to perform this work.

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

The objectives are to implement portions of the Travel Options Action Plan, which was approved by the BCC. State law under the new Climate Friendly and Equitable Communities (CFEC) strategy required travel options planning work. Therefore, the county is establishing this program to comply with State of Oregon legal requirements.

Other information necessary to understand this award, if any.

No other information is necessary to understand this award.

Program Approval:

Karen Buehrig

4/13/26

Karen Buehrig

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)

Mike Bezner

04/10/26



Name (Typed/Printed)

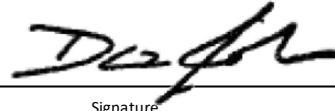
Date

Signature

DEPARTMENT DIRECTOR (or designee, if applicable)

Dan Johnson

4/10/2026



Name (Typed/Printed)


Date

Signature

FINANCE ADMINISTRATION

Bouavieng Bounnam

04/13/2026



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.