To request translation or disability-related accommodations, please contact us at **SS-ADArequest@clackamas.us**| **503-655-8640**.

Si quiere solicitar servicios de traducción o adaptaciones para la discapacidad, contáctenos en/al **SS-ADArequest@clackamas.us** | **503-655-8640**.

Чтобы запросить перевод или приспособления, связанные с инвалидностью, пожалуйста, свяжитесь с нами по: **SS-ADArequest@clackamas.us** | **503-655-8640**.

Щоб попросити переклад або спеціальні послуги для осіб з особливими потребами, зверніться до нас, скориставшись такими контактними даними: **SS-ADArequest@clackamas.us** | **503-655-8640**.

如需翻译服务或残障相关的协助，请与我们联系：**SS-ADArequest@clackamas.us** | **503-655-8640**。

Để yêu cầu dịch vụ dịch thuật hoặc điều chỉnh liên quan đến tình trạng khuyết tật, vui lòng liên hệ với chúng tôi qua **SS-ADArequest@clackamas.us** | **503-655-8640.**

Clackamas County
www.clackamas.us

Health, Housing & Human Services
CLACKAMAS COUNTY

Mary Rumbaugh
Director

September 10, 2026

BCC Agenda Item: _____________

Board of County Commissioners
Clackamas County

Approval of Amendment #1 to a Revenue Grant Agreement with the Oregon Department of Transportation for planning, operations, and capital funding of Mt Hood Express. Amendment Value is $142,139 for 3 months. Total Agreement Value is $950,454 for 2 years. Funding is through the Oregon Department of Transportation's Federal pass-through funds.
No County General Funds are involved.

Previous Board Action/Review: Original Agreement October 2, 2025, Agenda Item 20251002 IX.G.8
Performance Clackamas: Safe, Secure, and Livable Communities
Counsel Review: Yes, Andrew Naylor **Procurement Review:** N/A
Contact Person: Tracy Garell **Contact Phone:** 503-655-8641

EXECUTIVE SUMMARY: The Social Services Division of the Health, Housing and Human Services Department requests approval of Amendment 1 to a revenue Grant Agreement with the Oregon Department of Transportation to continue funding the planning, operations, and capital for the Mt Hood Express. The Mt Hood Express (MHX) 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.

The Oregon Department of Transportation is shifting their pass-through funding agreement periods to align with Federal funding availability. The new biennium will begin in October of 2027, creating a three-month gap between current ODOT agreements ending in June 2027 and the next funding period. This amendment will extend the term through September 2027, add funds, and revise the scope of work of the original agreement to cover the three-month funding gap between the original agreement term and the start of the new biennium/funding period.

The total amendment value is $142,139.00. An additional required match of $84,382 will be provided through Statewide Transportation Improvement Funds (STIF).

RECOMMENDATION: Staff respectfully requests that the Board of County Commissioners approve Amendment 1 (12230) and authorize Chair Roberts or his designee to sign on behalf of Clackamas County.

Respectfully submitted,

Mary Rumbaugh

Mary Rumbaugh
Director of Health, Housing and Human Services

For Filing Use Only

AMENDMENT NUMBER 1
ODOT GRANT AGREEMENT NO. 35800
Clackamas County

The **State of Oregon**, acting by and through its Department of Transportation, hereinafter referred to as **State**, and **Clackamas County**, hereinafter referred to as **Recipient**, entered into an Agreement on **October 31, 2025**. Said Agreement is to secure financial assistance to complete the activities described in Exhibit A.

It has now been determined by **State** and **Recipient** that the Agreement referenced above, although remaining in full force and effect, shall be amended to extend the Agreement period, increase the grant amount, add the Quarter 9 Gap Project and revise Exhibit A, and revise Exhibit B.

Page 1, Agreement, Paragraph 1, which reads:

1. **Effective Date**. This Agreement shall become effective on the later of **July 1, 2025** or the date when this Agreement is fully executed and approved as required by applicable law. Unless otherwise terminated or extended, Grant Funds under this Agreement shall be available for Project Costs incurred on or after **July 1, 2025** and on or before **June 30, 2027**. No Grant Funds are available for any expenditures after the Expiration Date. State's obligation to disburse Grant Funds under this Agreement shall end as provided in Section 10 of this Agreement.

Shall be deleted in its entirety and replaced with the following:

1. **Effective Date**. This Agreement shall become effective on the later of **July 1, 2025** or the date when this Agreement is fully executed and approved as required by applicable law. Unless otherwise terminated or extended, Grant Funds under this Agreement shall be available for Project Costs incurred on or after **July 1, 2025** and on or before **September 30, 2027**. No Grant Funds are available for any expenditures after the Expiration Date. State's obligation to disburse Grant Funds under this Agreement shall end as provided in Section 10 of this Agreement.

Page 1, Agreement, Paragraph 3, which reads:

3. **Project Cost; Grant Funds; Match**. The total project cost is estimated at **$1,083,615.00** ("Project Costs"). In accordance with the terms and conditions of this Agreement, State shall provide Recipient an amount not to exceed **$808,315.00** (the "Grant Funds") for eligible costs described in Section 6.a. hereof. Recipient shall provide matching funds for all Project Costs as described in Exhibit A. Recipient will be responsible for all Project Costs not covered by the Grant Funds.

Shall be deleted in its entirety and replaced with the following:

3. **Project Cost; Grant Funds; Match**. The total project cost is estimated at **$1,310,136.00** ("Project Costs"). In accordance with the terms and conditions of this Agreement, State shall provide Recipient an amount not to exceed **$950,454.00** (the "Grant Funds") for eligible costs described in Section 6.a. hereof. Recipient shall provide matching funds for all Project Costs as described in Exhibit A. Recipient will be responsible for all Project Costs not covered by the Grant Funds.

Exhibit A shall be deleted in its entirety and replaced with the attached Revised Exhibit A. All references to "Exhibit A" shall hereinafter be referred to as "Revised Exhibit A."

Exhibit B shall be deleted in its entirety and replaced with the attached Revised Exhibit B. All references to "Exhibit B" shall hereinafter be referred to as "Revised Exhibit B."

This Amendment may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Amendment so executed shall constitute an original.

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

SIGNATURE PAGE TO FOLLOW

Clackamas County, by and through its

____

By ______________________________
(Legally designated representative)

Name ______________________________
(printed)

Date ______________________________

By ______________________________

Name ______________________________
(printed)

Date ______________________________

APPROVED AS TO LEGAL SUFFICIENCY

(If required in local process)

By ______________________________
Recipient's Legal Counsel

Date 08/05/2026

State of Oregon, by and through its
Department of Transportation

By ______________________________
Andrea Durbin
Public Transportation Office Manager

Date ______________________________

APPROVAL RECOMMENDED

By Jennifer Cooper

Date 07/30/2026

APPROVED AS TO LEGAL SUFFICIENCY

(For funding over $250,000)

By ______________________________
Assistant Attorney General

Name Nina R. Englander by email
(printed)

Date 06/25/2025

Recipient Contact:

Kristina Babcock
Social Services Department
Oregon City, OR 97045
1 (503) 6503929
kbabcock@clackamas.us

State Contact:

Jennifer Cooper
355 Capitol St NE, MS43
Salem, OR 97301
1 (971) 446-0225
Jennifer.COOPER@odot.oregon.gov

Signed Agreement Return Address: ODOTPTDReporting@odot.oregon.gov

Revised Exhibit A

Project Description and Budget

Project Description/Statement of Work

Project Title: 5311 Clackamas County 35800 *Project administration, operations, planning, vehicle preventive maintenance, mobility management, and purchase vehicle tablet computers* *FTA funding Category A. Project ready to execute or has been executed. Funds available for reimbursement.*				
	Total	Grant Amount	Local Match	Match Type(s)
P-25-3053-01 Item #1: Project Admin.				
	$98,605.00	$88,478.00	$10,127.00	Local
P-25-3053-02 Item #1: Operating Sliding Scale				
	$336,849.00	$188,905.00	$147,944.00	Local, State
P-25-3053-04 Item #1: Other Activities				
	$112,500.00	$100,946.00	$11,554.00	State
P-25-3053-05 Item #1: Preventive Maintenance				
	$47,001.00	$42,174.00	$4,827.00	State
P-25-3053-07 Item #1: Mobility Management - 5302(a)(1)(L)				
	$28,750.00	$25,797.00	$2,953.00	State
P-25-3053-08 Item #1: ADP Hardware				
	$22,500.00	$20,189.00	$2,311.00	State
Sub Total	$646,205.00	$466,489.00	$179,716.00	
Project Title: 5311 Clackamas County 35800 *Project Administration, Operations, Planning, Vehicle Preventive Maintenance, and Mobility Management.* *FTA funding Category B. Project identified not ready to execute. Funds not available until FTA grant execution and subgrant agreement revision to release funds for reimbursement.*				
	Total	Grant Amount	Local Match	Match Type(s)
P-25-6212-01 Item #1: Project Admin.				
	$98,606.00	$88,479.00	$10,127.00	Local
P-25-6212-02 Item #1: Operating Sliding Scale				
	$150,554.00	$84,431.00	$66,123.00	State
P-25-6212-04 Item #1: Other Activities				
	$112,501.00	$100,947.00	$11,554.00	Local
P-25-6212-05 Item #1: Preventive Maintenance				
	$46,999.00	$42,172.00	$4,827.00	Local
P-25-6212-07 Item #1: Mobility Management - 5302(a)(1)(L)				
	$28,750.00	$25,797.00	$2,953.00	Local
Sub Total	$437,410.00	$341,826.00	$95,584.00	
Project Title: Quarter 9 Gap Funding 5311 Clackamas County 35800 *Project Administration, Operations, Vehicle Preventive Maintenance, and Mobility Management* *FTA funding Category B. Project identified not ready to execute. Funds not available until FTA grant execution and subgrant agreement revision to release funds for reimbursement.* *PTO is shifting the federal subgrant agreement periods to better align with funding availability. With this shift, there is a gap in funding continuity from the current biennium to the next. Gap funding allocation amounts are one eighth of subrecipients' 25-27 allocation, which covers the one quarter that would be unfunded if 25-27 subgrants were allowed to expire before the 27-29 subgrants go into effect.* *Funds in this Project are being provided to help subrecipients sustain existing service during that*				

one-time gap (otherwise referred to as Quarter 9).

	Total	Grant Amount	Local Match	Match Type(s)
P-25-6279-01 Item #1: Project Admin.				
	$25,891.00	$23,232.00	$2,659.00	Local
P-25-6279-02 Item #1: Operating Sliding Scale				
	$181,630.00	$101,858.00	$79,772.00	Local
P-25-6279-03 Item #1: Preventive Maintenance				
	$11,000.00	$9,870.00	$1,130.00	Local
P-25-6279-04 Item #1: Mobility Management - 5302(a)(1)(L)				
	$8,000.00	$7,179.00	$821.00	Local
Sub Total	$226,521.00	$142,139.00	$84,382.00	
Grand Total	**$1,310,136.00**	**$950,454.00**	**$359,682.00**	

The requirements of the National Environmental Policy Act (NEPA) and all other applicable federal environmental laws (e.g., the Endangered Species Act, the Clean Water Act, the National Historic Preservation Act) apply to all projects that receive FTA funds (directly or through the State). The process of addressing compliance with NEPA and all other applicable federal environmental laws is referred to as the environmental review process. For any project receiving FTA funds, subrecipients are responsible for coordinating with ODOT prior to incurring any costs or conducting any project-related activities to confirm requirements for complying with the environmental review process. The subrecipient is responsible for submitting all documentation required to comply with the environmental review process to ODOT for approval by the FTA.

The following activities cannot proceed until the FTA concurs in writing that the environmental review process is complete per 23 CFR 771.113(a)(1):
- final design activities (design beyond 30%).
- property acquisition (includes purchase discussions with property owners that imply or are explicitly binding).
- purchase of construction materials (including EV chargers and bus shelters) or rolling stock,
- project construction activities (including construction, alteration, or repair [including dredging, excavating, and painting] of buildings, structures, or other real property).

Proceeding with any of these activities prior to FTA concurrence that the environmental review process is complete may deem the entire project ineligible to receive federal funding.

1.BACKGROUND

PROJECT ADMINISTRAION

Project administrative expenses incurred by a local provider may be treated as a separate cost category from capital, planning, or operating expenses.

OPERATIONS

Operations provides funding for transportation services in Clackamas County. Service goal is to enhance regional transportation and avoid duplication of services.

PLANNING

Will support Long Range Transportation Planning for Transit Hub Development based on the findings in the initial Transit Hub Study and in conjunction with the Congressional Delegated Spending Authority.

VEHICLE PREVENTIVE MAINTENANCE

Preventive maintenance provides funding to ensure that fleet vehicles are maintained in a state of good repair through their useful life.

MOBILITY MANAGEMENT

Mobility management is an approach for managing and delivering coordinated transportation services to customers, including seniors, people with disabilities, and individuals with lower incomes. Mobility management focuses on meeting individual customer needs through a wide range of transportation options and service providers. It also focuses on coordinating these services and providers to achieve a more efficient transportation service delivery system. Mobility managers serve as policy coordinators, operations service brokers, and customer travel navigators. As policy coordinators, mobility managers help communities develop coordination plans, programs, and policies, and build local partnerships. They also work to promote land-use policies that favor transit-oriented development, public transportation, and pedestrian access. As brokers, they coordinate transportation services among all customer groups, service providers, and funding agencies. And, as travel navigators, they work with human service agencies and/or workforce centers that coordinate the travel and trip planning needs of individuals who receive human service program assistance.

Mobility management activities eligible for funding include:
Operating transportation brokerages to coordinate service providers, funding resources, and customer needs;
Coordinating transportation services for seniors, individuals with disabilities, and individuals with low incomes;
Supporting local partnerships that coordinate transportation services;
Staffing the development and implementation of coordination plans;
Providing travel training and trip planning activities for customers;
Developing and operating traveler call centers to coordinate travel information, manage eligibility requirements, and arrange customer travel; and
Planning and implementing the acquisition of intelligent transportation technologies to operate a coordinated system

EQUIPMENT PURCHASE

Purchase of equipment to support transportation services in Clackamas County.

2.PROJECT DESCRIPTION

This Agreement provides funding for the following activities (collectively, the "Project"):

PROJECT ADMINISTRATION

This Agreement provides funding for Recipient's administrative expenses not directly related to providing transit services, but which support the effective, efficient, and safe delivery of those services. Provide administrative funding to support the effective, efficient, and safe delivery general public service (deviated fixed route and commuter service) from the City of Sandy east along Highway 26.

Funding will support service coordination, capital asset replacement planning, contract administration, reporting, marketing and outreach, operations planning, and financial budgeting activities. The City of Sandy and Clackamas County have an intergovernmental agreement for the City of Sandy to provide administrative support for the services. The City of Sandy utilizes in house staff for this project.

OPERATIONS - Contracted

Contractor to provide commuter services from the City of Sandy, east along Highway 26, up to Timberline Lodge; additionally point deviated fixed route service is provided from the City of Sandy to the communities along the Highway 26 corridor, including the Villages at Mt Hood, *Welches, and Rhododendron.*

Commuter service runs between Sandy and Timberline lodge 7 days per a week, with 7 runs per a day April through November and 8 runs per day all other months. Deviated fixed route service runs between Sandy and Rhododendron seven days per a week with 6 runs per a day year round. Hours of operation vary by service type and seasonal demand.

Contracted services are provided through RTW.

PLANNING - contracted

The recipient will hire a project manager and consultant to provide planning services. This project is for Long Range Transportation Planning for Transit Hub Development based on the findings in the initial Transit Hub Study and in conjunction with the Congressional Delegated Spending Authority. Site development planning is the next step in the full development of a functional transit hub near Government Camp.

VEHICLE PREVENTIVE MAINTENANCE

This Agreement provides funding for preventive maintenance on vehicles but should not be used for facility maintenance in the provision of public transportation. Proper maintenance ensures assets are kept in good condition per manufacturer's recommendations and that safety standards are met.

This Agreement does not provide for maintenance on staff vehicles, vehicles used for business of Recipient, or maintenance vehicles.

The project is for preventative maintenance that involves NO physical changes and/or alterations

The purchase of equipment that is not part of a larger project and can be accommodated in existing building(s) or facility(-ies) with NO physical changes, alterations, or installation required. This agreement includes only items as related to vehicles and does not include facility maintenance.

The recipient and the City of Sandy currently have an intergovernmental agreement for the City of Sandy to provide preventive maintenance services.

MOBILITY MANAGEMENT

Recipient to provide mobility management projects for public transportation to the general public in Clackamas County, Oregon and to support the public transportation services required to manage the service. All services provided must be open to the general public and marketed as general public service. Recipient to continue to maintain and pursue additional technology upgrades for the Mt Hood Express and Village Shuttle services. This includes electronic fare options, website maintenance, upgrades to software, IT technical support, annual ITS subscription fees, website upgrades, real time information upgrades, and other technology upgrades that improve the customer experience.

Mobility management projects include planning, training, and management activities for improving coordination among public transportation service providers, including human service agencies and private providers. These projects build coordination among existing public transportation agencies and increase service options that would not otherwise be available for seniors, people experiencing disabilities, and other riders of public transportation.

Mobility management activities will be provided by in house employees.

EQUIPMENT PURCHASE

Recipient's purchase of 3 tablets, including extended warranties purchased as part of the initial procurement (not to exceed the useful life of the equipment) as required to put the equipment into service. Capital equipment covered under this Agreement is defined as a tangible item with an aggregated purchase price of $5,000 or more and with a useful life of at least one year.

If equipment is part of a larger project involving renovations or facility building projects FTA environmental concurrence to satisfy the National Environmental Protection Act requirements will be required BEFORE equipment is purchased.

3.PROJECT DELIVERABLES

PROJECT ADMINISTRATION

Recipient shall perform administrative activities to support service sustainability as follows: service coordination, capital asset replacement planning, contract administration, reporting, marketing and outreach, operations planning and financial budgeting activities. The City of Sandy will perform these duties per intergovernmental agreement with Clackamas County.

OPERATIONS - Contracted

The service, schedule, days, hours, and service type will be designed to meet the needs of the target population as determined by Recipient and program type, in consultation with the operator of service, the affected community members, and stakeholders identified by Recipient.

All services provided must be open to the general public and marketed as general public service.

To the extent possible, Recipient (and contractors, as applicable), will coordinate the delivery of transportation services with other public and private transportation providers to enhance regional services and to avoid duplication of services. Coordinated service may be made available to a variety of potential users.

Recipient may amend the service design at any time in accordance with local demand, funding issues, or other situations that require service to be changed. Recipient will inform State if there is a change in the service funded by this Agreement.

Recipient will market the services in culturally appropriate ways. Marketing and promotional activities should be focused on incentivizing ridership through inclusive customer engagement techniques. Activities may include marketing strategies, marketing campaigns, and creating marketing materials. Recipient may use key performance indicators in marketing the service.

Recipient is encouraged to set realistic goals and establish measurable outcomes for this project. Goals and outcomes can be related to rides provided to seniors and persons with disabilities, number of rides transitioned from demand responsive to fixed route transit through mobility management efforts, hours of public transportation services to low-income households at the 200 percent poverty threshold, and overall ridership. They can also be related to Environmental Justice goals. Progress meeting established goals and outcomes should be shared in Recipient's agency periodic report.

Recipient shall engage in a good faith effort to generate program income to help defray program costs. If program income is generated from federally-funded projects, that income must be reported on the agency periodic report.

Contracted services are provided through RTW

Milestones/Goals of Project: Maintain current service

RFP/IFB Issue Date - January 9, 2025
Contract Award Date - May 30, 2025
Initial Delivery Date - July 1, 2025
Start Date for work under this contract - July 1, 2025
End Date for work under this contract - September 30,2027
Final Delivery Date - June 30, 2027 - with option to extend three times for a one-year duration
Contract Completion Date - June 30, 2030

Projected ridership goals established for this project:
For 2025-2026: 59,000
For 2026-2027: 63,000
For July-September 2027: 15,750

Ridership is the actual or estimated one-way passenger trips provided to the target population. A passenger trip is a unit of service counted each time a passenger enters the vehicle, is transported and then exits the vehicle. Each different destination constitutes a passenger trip.

PLANNING - Contracted

Recipient, in coordination with its regional transit coordinator, will conduct a procurement for a planning consultant to produce a plan that includes the following elements: Long range transportation planning for Transit Hub Development based on the findings in the initial Transit Hub Study and in conjunction with the Congressional Delegated Spending Authority. Site development planning is the next step in the full development of a functional transit hub near Government Camp.

a) TASK ONE: Completed RFQ process and hire Project Manager and Consultant

Dates for each task
Start Date - July 1, 2025
RFP/IFB Issue Date - August 1, 2025
Contract Award Date - September 30, 2025
Initial Delivery Date - February 1, 2026
Final Delivery Date - February 1, 2027
Contract Completion Date - May 30, 2027

b) TASK TWO: Site analysis/development planning

c) TASK THREE: Public Participation Documentation
Public participation can be in the form of surveying, public meetings, and meetings with stakeholder groups. Participation may include the following: transportation providers, riders, social and governmental stakeholders, and representatives of Title VI populations (i.e., low-income and minority groups, veterans, seniors and individuals with disabilities.)

Documentation of public participation could include survey results, meeting minutes, media content, reports, advertisements and other visual and written forms of community engagement.

VEHICLE PREVENTIVE MAINTENANCE

Recipient will complete all preventive maintenance tasks prior to the expiration date of this Agreement.

Preventive maintenance expenses include activities, supplies, materials, labor, services, and associated costs required to preserve or extend the functionality and serviceability of the asset in a cost effective manner. Preventive maintenance includes but is not limited to the following: oil changes; engine tune-ups; tire purchases; tire maintenance; annual vehicle inspections; scheduled or routine maintenance; and associated parts, supplies, and labor. Preventative maintenance expenses should not include equipment that is part of a larger project and does not change or alter existing buildings or facilities or requires installation.

Preventive maintenance under this Agreement does not include repairs resulting from motor vehicle accidents covered by insurance, repairs on vehicles or components under warranty, or repairs which are paid for in other agreements or contracts.

Recipient must provide to State, a plan for scheduled preventive maintenance. Reimbursement requests must match the activities or purchases described in Recipient's plan.

Preventative Maintenance will be done by local service providers. The recipient will be seeking cost benefit comparisons and use small purchase procedures. Small purchase procedures in 2 CFR §200.320(b) are used to compare price or rate quotations (bids). Services must be obtained *from an adequate number of qualified sources. In the event there are limited qualified sources, the recipient will provide cost benefit analysis and document outreach efforts to show efforts to receive services from multiple providers if open procurement results in limited responses. The recipient shall follow local, state and federal procurement requirements.*

A major component replacement (such as an engine or transmission), that keeps an asset within useful life (overhaul) or extends the useful life (rebuild) may be eligible for reimbursement under this Agreement, pending verification of conformance to Recipient's adopted maintenance plan and requirements detailed in Federal Transit Administration Circular 5010.1E (Award Management Requirements), Chapter IV.

Overhaul is performed as a planned or concentrated preventive maintenance activity and is intended to enable the vehicle to perform to the end of the original useful life. A vehicle must meet at least 40 percent of its useful life to be considered for an overhaul.
Recipient must obtain pre-approval from State prior to any vehicle overhaul. Vehicle rebuilds must extend the useful life of the vehicle by at least four years.

If local circumstances change, for example, vehicle type or asset disposition, Recipient's maintenance plan must be updated to reflect that change.

MOBILITY MANAGEMENT

The service, schedule, days, hours, and service type (demand responsive, fixed route or other) will be designed to meet the needs of the general public as determined by Recipient in consultation with the operator of service, the affected community members, and stakeholders identified by Recipient.

Recipient may amend the service design at any time in accordance with local demand, funding issues, or other situations that require service to be changed. Recipient will inform State if there is a change in the service funded by this Agreement. Service changes should occur in adherence with federal guidance outlined in FTA Circular 4702.1B.

Recipient will market the services in an inclusive and culturally appropriate manner. Examples may include marketing strategy, marketing campaign, and communication content.

Recipient is encouraged to set realistic goals and establish measurable outcomes. Goals and outcomes must be related to rides provided to seniors and individuals with disabilities, number of rides transitioned from demand responsive to fixed route transit through mobility management efforts, hours of public transportation service to low income households at the 200 percent poverty threshold and/or overall ridership. Progress meeting established goals and outcomes can be shared in Recipient's Agency Periodic Report (APR).

Recipient shall engage in a good faith effort to generate program income to help defray program costs. If program income is generated from federally-funded projects, that income must be reported on the agency periodic report.

Task One: Maintain and pursue technology upgrades for Mt. Hood Express and Village Shuttle Services including electronic fare options, website maintenance, software upgrades, IT technical support, annual ITS subscription fees, real time information upgrades and other technological upgrades.

The goal of this project is to improve the customer experience.

The following measure(s) are established to evaluate the effectiveness of the project:

Increase use of Efare Payment System and increase use of PassioGO Application
Recipient will provide metrics related to Efare Payment System and PassioGO Application in the Agency Periodic Report.

EQUIPMENT PURCHASE

All purchases and installations must be completed prior to the expiration date of this Agreement.

Recipient's Deliverables/Tasks and Schedule - order tablet replacements as needed for Mt. Hood Express vehicles - Useful life of tablets is 5 years

Start Date - July 1, 2025
RFP/IFB Issue Date - July 1, 2025
Contract Award Date - August 1, 2025
Initial Delivery Date - December 1, 2025
Final Delivery Date - June 30, 2027
End date for work covered under this agreement September 30, 2027
Contract Completion Date - June 30, 2027

Recipient is required to create, update and maintain an equipment maintenance plan for equipment valued at $50,000 or more, including non-rolling stock vehicles and shop equipment.

Competitive purchases of systems that can count passengers e.g., automated passenger counters (APC) and automated fare collection (AFC) systems, should include an explicit preference for systems that support the GTFS-ride data standard. Purchases of real-time (RT) information systems for fixed route service must include support for GTFS-RT data and provide GTFS-RT data access to interested third parties.

Recipient is required to create and maintain an equipment maintenance plan for equipment valued at $50,000 or more, including non-rolling stock vehicles and shop equipment. This plan helps ensure that equipment is maintained in a state of good repair utilizing the original manufacturer equipment maintenance intervals and requirements. Recipient shall provide State a copy of the equipment maintenance plan upon request.

4.PROJECT ACCOUNTING and MATCHING FUNDING

PROJECT ADMINISTRATION

Generally accepted accounting principles and Recipient's accounting system determine those costs that are to be accounted as administrative expenses. Eligible project administrative expense may include but are not limited to: administrative staff salaries; overhead expenses; marketing expenses; insurance premiums and payments to a self-insurance reserve; office supplies; office equipment; telecommunications; facilities and equipment rental. Administrative costs for coordination of transit services are eligible as project administration.

Sources of funding that may be used as matching funding for this Agreement include local funds, Statewide Transportation Improvement Fund, service contract revenue, advertisement and other earned income, cash donations, and verifiable in-kind contributions integral to the project budget. In-kind contributions claimed as matching funds must be properly documented and reported to State. Recipient may not use passenger fares as matching funds.

OPERATIONS

Generally accepted accounting principles and Recipient's own accounting system determine those costs that are to be accounted for as gross operating expenses. The contractor may use capital equipment funded from USDOT- or State-source grants when performing services rendered through a contract funded by this Agreement. Depreciation of capital equipment funded from USDOT- or State-source grants is not an eligible expense.

Program income that may be used as Recipient's matching funds for this Agreement includes service contract revenue, advertisement and other earned income, other local funds, cash donations, and other verifiable in-kind contributions integral to the project budget. In-kind contributions claimed as matching funds must be properly documented and reported to State. Recipient may not use passenger fares as matching funds.

Recipient will subtract revenue from fares, tickets and passes, either pre-paid or post-paid, from the gross operating expense of the service. Administrative expenses are reimbursable as operating expenses.

PLANNING AND VEHICLE PREVENTIVE MAINTENANCE

Sources of funding that may be used as Recipient's matching funds for this Agreement include local funds; Statewide Transportation Improvement Formula Funds; service contract revenue, advertisement and other earned income; cash donations; and verifiable in-kind contributions integral to the project budget. In-kind contributions claimed as matching funding must be reported to State. Recipient may not use passenger fares as matching funding.

MOBILITY MANAGEMENT

Eligible mobility management expenses are administrative or planning costs to develop new projects and do not include capital costs other than durable equipment, supplies, or the cost of operating public transportation services. Incidental durable equipment is an eligible expense up to $4,999.00 of the total project cost.

Sources of funding that may be used as Recipient's matching funds for this Agreement include local funds; Statewide Transportation Improvement Formula Funds; service contract revenue, advertisement and other earned income; cash donations; and verifiable in-kind contributions integral to the project budget. In-kind contributions claimed as matching funding must be reported to State. Recipient may not use passenger fares as matching funding.

EQUIPMENT PURCHASE

Associated costs incurred from the procurement process, delivery charges, and post-delivery inspections are included in the reimbursable expenses associated with this Agreement.

Annual renewals of extended warranties are not eligible as a capital expense after equipment is delivered and accepted by Recipient.

The service provider may use capital equipment funded under USDOT- or State-source agreements when performing services rendered through a contract or sub-agreement funded by this Agreement. Depreciation of capital equipment funded from USDOT- or State-source grants is not an eligible expense.

Sources of funding that may be used as matching funding for this Agreement include Statewide Transportation Improvement Formula Fund, other local funds, service contract revenue, advertisement income, other earned income, cash donations, and other verifiable in-kind contributions that are integral to the project budget. Recipient may not use passenger fares as matching funding.

State's obligation to reimburse Project costs is contingent upon Recipient first paying or otherwise contributing its minimum match amount set forth in this Exhibit A. Generally accepted accounting principles and Recipient's accounting system determine those costs that are to be accounted for as gross operating expenses.

5.REPORTING and INVOICING REQUIREMENTS

ALL PROJECTS

Subrecipients shall use a worksheet (budget detail worksheet or equivalent) to clearly list the expenses claimed in OPTIS. This aids the state in determination of eligible expenses if the agency has more than one agreement from which to claim expenses and ensures all expenses are accounted for and are not duplicated.

First year maximum disbursement: no more than 50 percent of the total fund amount of any single activity line item will be disbursed, regardless of the amount of any reimbursement *request.*

Second year maximum disbursement: no more than 50 percent of the total fund amount of any single activity line item, plus any remaining portion from the first fiscal year period.

PROJET ADMINISTRATION

Recipient will request reimbursement for covered expenses incurred during each period as prescribed by State. Copies of invoices must be submitted for all vendor charges.

In-house charges must be documented showing:
Time specifically associated with the project
Hours, individuals or project tasks that are associated with each reimbursement

In addition, Recipient must provide a summary of the work performed pursuant to this Agreement in its agency periodic report.

Vendor invoices must be attached.
Be legible
Match the amount requested for reimbursement
Include a description of the service (hours, rate, quantity of service)
Include the date(s) of the service
Include the agency providing the service

Subrecipients should not attach invoices that are not directly related to the expenses that are requested on the reimbursement request document.

OPERATIONS

Recipient will request reimbursement for covered expenses incurred during each period as prescribed by State. Copies of invoices must be submitted for all vendor charges. In-house charges must be documented showing time specifically associated with the project. In addition, Recipient must regularly provide a summary of the work performed pursuant to this Agreement in its agency periodic report. Photographs of public transportation activities, and related operations, are encouraged to memorialize the achievement of project deliverables.

Purchased or contracted service reimbursement requests must include a breakdown of expenses. Agencies are required to submit invoices or comparable documentation when requesting payment for services purchased from a third party.
Invoices must:
- *Be legible*
- *Match the amount requested for reimbursement*
- *Include a description of the service (hours, rate, quantity of service)*
- *Include the date(s) of the service*
- *Include the agency providing the service*
- *Subrecipients should not attach invoices that are not directly related to the expenses that are requested on the reimbursement request document.*

If the subrecipients of the service also provide preventive maintenance, dispatching, and/or other service, these costs should be itemized separately on the same invoice unless these activities are included in the same hourly or other rate established by the contract between the subrecipient and vendor.

PLANNING

Recipient will request reimbursement for covered expenses incurred during each period as prescribed by State. Copies of invoices must be submitted for all products, services, and vendor charges. In-house charges must be documented showing time specifically associated with the project. In addition, Recipient must provide a summary of the work performed to date pursuant to this Agreement in each agency periodic report. Photographs of the planning process are encouraged to memorialize the achievement of project deliverables, if applicable.
Vendor invoices must be attached and include:

Be legible
Match the amount requested for reimbursement
Include a description of the service (hours, rate, quantity of service)
Include the date(s) of the service
Include the agency providing the service
Subrecipients should not attach invoices that are not directly related to the expenses that are requested on the reimbursement request document.
Recipient will submit a draft or final plan, as appropriate, before final payment will be made by State

VEHICLE PREVENTIVE MAINTENANCE

Recipient will request reimbursement for covered expenses incurred during each period as prescribed by State and described in Recipient's preventive maintenance plan for this Agreement. Recipient must maintain and provide supporting documents detailing the total expenses for allowable maintenance activities incurred during the period. Recipient may list costs on a form provided by State or provide vendor invoices.

Vendor invoices must be attached and include the follow:
Be legible
Match the amount requested for reimbursement
Include a description of the service (hours, rate, quantity of service)
Include the date(s) of the service
Include the agency providing the service
Subrecipients should not attach invoices that are not directly related to the expenses that are requested on the reimbursement request document.
If multiple grants are used for the preventive maintenance spreadsheets or similar documents, it must clearly show how these funds are associated with the costs requested in each reimbursement request

MOBILITY MANAGEMENT

Recipient will request reimbursement for covered expenses incurred during each period as prescribed by State. Copies of invoices must be submitted for all vendor charges. In-house charges must be documented showing time specifically associated with the project.

Recipient will submit a quarterly narrative progress report and a fiscal report in addition to the regular quarterly report required by State. This report will be attached to the quarterly agency periodic report. For each task, Recipient will report: Recipient will provide metrics related to Efare Payment System and PassioGO Application in the Agency Periodic Report.

a. The task status, including any issues encountered and the planned resolution.
b. Hours expended on the tasks to date
c. The cost for each task; and
d. The percentage of completion.

Task costs will specify labor and non-labor expenses including staff travel and professional consultant expenses, as applicable. Labor expenses shall be reported as an hourly labor rate multiplied by the number of hours expended to date on the task.

Documentation used to report reimbursement expenses should include any combination of information that adequately provides information to the State to show deliverables are being met.
Examples of types of documentation can include:
Expense or payroll sheets showing hours charged, with dates of expense listed
if from a third party - invoice number, date, and description of each service item
Spreadsheet showing all expenses charged against the grant broken out by description, rate, and hours.
All purchases must be supported with vendor invoices, proof of payment, and statement of acceptance. All other expenses (travel, training, conferences, etc.) must be supported with receipts
Subrecipients should not attach invoices that are not directly related to the expenses that are

requested on the reimbursement request document.

EQUIPMENT PURCHASE

Recipient will provide reporting information as prescribed by State on the equipment as long as it remains in use for public transportation service. All equipment must be in a written inventory and reported to State as a capital asset. All equipment with a value of $50,000 or more, and all non-revenue vehicles subject to this Agreement, shall be included in Recipient's Transit Asset Management reporting to State.

Recipient will request reimbursement for covered expenses incurred during each period as prescribed by State. Copies of vendor invoices must be provided for all purchases. With the final payment request, Recipient must submit a complete inventory of items purchased under this Agreement.

Accounting/Match/Spending
Vendor invoices must be attached and include the following:
Be legible
Match the amount requested for reimbursement
Include a description of the service (hours, rate, quantity of service)
Include the date(s) of the service
Include the agency providing the service
Subrecipients should not attach invoices that are not directly related to the expenses that are requested on the reimbursement request document.

Revised Exhibit B

FINANCIAL INFORMATION

The information below will assist auditors to prepare a report in compliance with the requirements of 2 CFR part 200, subpart F.

This Agreement is financed by the funding source indicated below:

Federal Program	**Federal Funding Agency**	**CFDA Number**	**Total Federal Funding**
49 U.S.C. 5311	U.S. Department of Transportation Federal Transit Administration 915 Second Avenue, Suite 3142 Seattle, WA 98174	**20.509 (5311)**	**$950,454.00**

Administered By
Public Transportation Office 355 Capitol St NE, MS43 Salem, OR 97301