



Deschutes County Board of Commissioners
1300 NW Wall St., Suite 200, Bend, OR 97701-1960
(541) 388-6570 - Fax (541) 385-3202 - www.deschutes.org

AGENDA REQUEST & STAFF REPORT

For Board Business Meeting of March 25, 2015

DATE: March 18, 2015

FROM: Judith Ure Administrative Services 541-330-4627

TITLE OF AGENDA ITEM: Approval of document #2015-175, Amendment to Agreement #29513 with ODOT for 2013-15 transit funding.

PUBLIC HEARING ON THIS DATE? No

BACKGROUND AND POLICY IMPLICATIONS:

Each biennium, Deschutes County receives an allocation from the Oregon Department of Transportation's (ODOT) Special Transportation Formula (STF) and Special Transportation Operating (STO) Grant Programs for the purpose of supporting transportation services for the elderly and disabled. These funds are then distributed by the County to local service providers through a competitive grant process. Applications are reviewed by the County's STF Advisory Committee which then formulates a recommendation for consideration by the Board of County Commissioners. The Board approved the original recommendation for \$541,895 in STF and STO funding to be received during the 2013-15 biennium on October 21, 2013.

During the 2014 session, the Oregon Legislature authorized an additional \$317,503 in STF and STO funding for Deschutes County to be paid during the 2013-15 biennium. That allocation was formalized in Amendment #1 to Agreement #29513 (2014-046) dated December 5, 2014.

ODOT has since allocated an additional \$60,866 in Special Transportation Funds to Deschutes County. Amendment #2 to Agreement #29513 (#2015-175) outlines the conditions and requirements for receiving and expending these additional funds. Although the \$60,866 will be received by Deschutes County during the current biennium, it will be carried over, combined with the next STF allocation, and distributed to local service providers during the 2015-17 biennium.

FISCAL IMPLICATIONS:

The new funding, totaling \$60,866, will require an increase to the approved FY 2014-15 appropriation for Fund 150. That request will be made at a later date. The funds will not be expended until FY 2015-16 and will be reflected in that year's budget.

RECOMMENDATION & ACTION REQUESTED:

Approve and authorize Chair's signature on document #2015-175, Amendment #2 to Agreement #29513 with ODOT for 2013-15 transit funds.

ATTENDANCE: Judith Ure, Management Analyst

DISTRIBUTION OF DOCUMENTS:

Return one original signed document to Judith Ure.

DESCHUTES COUNTY DOCUMENT SUMMARY

(NOTE: This form is required to be submitted with ALL contracts and other agreements, regardless of whether the document is to be on a Board agenda or can be signed by the County Administrator or Department Director. If the document is to be on a Board agenda, the Agenda Request Form is also required. If this form is not included with the document, the document will be returned to the Department. Please submit documents to the Board Secretary for tracking purposes, and not directly to Legal Counsel, the County Administrator or the Commissioners. In addition to submitting this form with your documents, please submit this form electronically to the Board Secretary.)

Please complete all sections above the Official Review line.

Date: March 18, 2015

Department: Administrative Services

Contractor/Supplier/Consultant Name: Oregon Department of Transportation

Contractor Contact: Joni Bramlett

Contractor Phone #: 541-388-3236

Type of Document: Amendment #2 to Grant Agreement

Goods and/or Services: 2013-2015 STF and STO Grant Funds.

Background & History: See attached.

Agreement Starting Date: Upon Execution

Ending Date: June 30, 2015

Annual Value or Total Payment: \$60,866 new / \$920,264 total

Insurance Certificate Received (check box)

Insurance Expiration Date:

Check all that apply:

RFP, Solicitation or Bid Process

Informal quotes (<\$150K)

Exempt from RFP, Solicitation or Bid Process (specify – see DCC §2.37)

Funding Source: (Included in current budget? Yes No)

If **No**, has budget amendment been submitted? Yes No

Is this a Grant Agreement providing revenue to the County? Yes No

Special conditions attached to this grant: None.

Deadlines for reporting to the grantor: Quarterly.

If a new FTE will be hired with grant funds, confirm that Personnel has been notified that it is a grant-funded position so that this will be noted in the offer letter: Yes No

Contact information for the person responsible for grant compliance:

Name: Joni Bramlett, Regional Transit Coordinator

Phone #: 541-388-3236

Departmental Contact and Title: Judith Ure Phone #: 541-330-4627

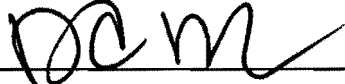
Department Director Approval: _____
Signature Date

Distribution of Document: Return signed originals to Judith Ure.

Official Review:

County Signature Required (check one): BOCC Department Director (if <\$25K)

Administrator (if >\$25K but <\$150K; if >\$150K, BOCC Order No. _____):

Legal Review  Date 3-19-15

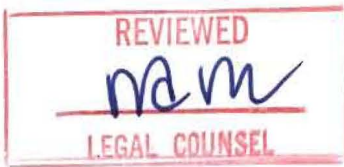
Document Number 2015-175

Background & History:

Each biennium, Deschutes County receives an allocation from the Oregon Department of Transportation's (ODOT) Special Transportation Formula (STF) Grant Program for the purpose of supporting transportation services for the elderly and disabled. In recent years, ODOT has also made funds available through the Special Transportation Operating (STO) Program for the same purpose. These funds are then distributed by the County to local service providers through a competitive grant process. Applications are reviewed by the County's STF Advisory Committee which then formulates a recommendation for consideration by the Board of County Commissioners. The Board approved the recommendation for \$541,895 in STF and STO funding to be received during the 2013-15 biennium on October 21, 2013.

During the 2014 session, the Oregon Legislature authorized an additional \$317,503 in STF and STO funding for Deschutes County to be paid during the 2013-15 biennium. That allocation was formalized in Amendment #1 to Agreement #29513 (2014-046) dated December 5, 2014.

ODOT subsequently allocated an additional \$60,866 in Special Transportation Funds to Deschutes County. Amendment #2 to Agreement #29513 (#2015-175) outlines the conditions and requirements for receiving and expending these additional funds. Although the \$60,866 will be received by Deschutes County during the current biennium, it will be carried over, combined with the next STF allocation, and distributed to local service providers during the 2015-17 biennium.



AMENDMENT NUMBER 2
ODOT GRANT AGREEMENT NO. 29513
DESCHUTES COUNTY

The **State of Oregon**, acting by and through its Department of Transportation, hereinafter referred to as **State**, and **Deschutes County**, hereinafter referred to as **Recipient**, entered into an agreement on **February 18, 2014**, and Amendment 1 (one) on **December 5, 2014**. 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 add funds and revise the statement of work.

Page 1, Agreement, Paragraph 3, which reads:

3. **Project Cost; Grant Funds.** State shall provide Recipient Grant Funds in an amount not to exceed **\$859,398.00**. Recipient acknowledges and agrees that State may change the amount of Grant Funds available under this Agreement, based on availability of funds and other factors as determined by State, upon notification to Recipient in accordance with Section 11.g of this agreement. State and Recipient agree that in no event shall the amount State provides to Recipient be less than the Minimum Allocation determined as provided in OAR 732-010-0010.

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

3. **Project Cost; Grant Funds.** State shall provide Recipient Grant Funds in an amount not to exceed **\$920,264.00**. Recipient acknowledges and agrees that State may change the amount of Grant Funds available under this Agreement, based on availability of funds and other factors as determined by State, upon notification to Recipient in accordance with Section 11.g of this agreement. State and Recipient agree that in no event shall the amount State provides to Recipient be less than the Minimum Allocation determined as provided in OAR 732-010-0010.

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."

Deschutes County/State of Oregon
Agreement No. 29513

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

Deschutes County/State of Oregon
Agreement No. 29513

Deschutes 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 na m
Recipient's Legal Counsel

Date 3/19/15

Recipient Contact:

Judith Ure
PO Box 6005
Bend, OR 97708
1 (541) 330-4627
judithu@deschutes.org

State Contact:

Joni Bramlett
555 13th Street NE
Salem, OR 97301-4179
1 (541) 388-6185
Joni.D.BRAMLETT@odot.state.or.us

State of Oregon, by and through its
Department of Transportation

By _____
H. A. (Hal) Gard
Rail and Public Transit Division Administrator

Date _____

APPROVAL RECOMMENDED

By Joni Bramlett
Date 4/26/2015

By _____

Date _____

APPROVED AS TO LEGAL SUFFICIENCY

(For funding over \$150,000)

By _____
Assistant Attorney General

Name _____
(printed)

Date _____

Revised Exhibit A

Project Description and Budget

Project Description/Statement of Work

Project Title: Deschutes County STF Formula and STO Funds 13-15				
<i>13-15 STF Formula and STO Funds</i>				
Item #1: Operating				
	Total	Grant Amount	Local Match	Match Type(s)
	\$491,611.00	\$491,611.00	\$0.00	
Item #2: Operating				
	\$181,743.00	\$181,743.00	\$0.00	
Item #3: Operating				
	\$121,666.00	\$121,666.00	\$0.00	
Item #4: Capital				
	\$14,094.00	\$14,094.00	\$0.00	
Item #5: Operating				
	\$60,866.00	\$60,866.00	\$0.00	
Item #1: Operating				
	Total	Grant Amount	Local Match	Match Type(s)
	\$50,284.00	\$50,284.00	\$0.00	
Sub Total	\$920,264.00	\$920,264.00	\$0.00	
Grand Total	\$920,264.00	\$920,264.00	\$0.00	

• **STF FORMULA (STFF):**

1. PROJECT DESCRIPTION

Provide financial support for special transportation services benefiting seniors and individuals with disabilities in Deschutes County. Funding may be used for the following purposes: maintenance of existing transportation programs; expansion of existing transportation programs; creation of new programs and services; planning for, and development of, access to transportation; capital purchases; and as matching funds for state and federal programs also providing transportation and services to seniors and individuals with disabilities.

2. PROJECT DELIVERABLES, TASKS and SCHEDULE

STF Agency will distribute funds to the following approved subrecipients and projects. STF Agency retains authority over costs and allocations of STF dollars accepted and may shift STF dollars between the subrecipients and projects identified in this Exhibit A as the STF Agency deems necessary. An amendment to this Agreement will be required if there are additional subrecipients or projects.

STF FORMULA SUBRECIPIENT BUDGET JULY 1, 2013 THROUGH JUNE 30, 2014

SUBRECIPIENT: Deschutes County
 Administration: \$2,000

SUBRECIPIENT: Cascades East Transit: Rural Services
 Operating: \$131,874

SUBRECIPIENT: Cascades East Transit: Urban Services
 Operating: \$82,924

*SUBRECIPIENT: Opportunity Foundation of Central Oregon
Operating: \$19,490*

*SUBRECIPIENT: Abilitree
Operating: \$9,518*

SUBRECIPIENT BUDGET JULY 1, 2014 THROUGH JUNE 30, 2015

*SUBRECIPIENT: Deschutes County
Administration: \$2,000*

*SUBRECIPIENT: Cascades East Transit: Rural Services
Operating: \$131,873*

*SUBRECIPIENT: Cascades East Transit: Urban Services
Operating: \$82,924*

*SUBRECIPIENT: Opportunity Foundation of Central Oregon
Operating: \$19,490*

*SUBRECIPIENT: Abilitree
Operating: \$9,518*

STF SUPPLEMENTAL BUDGET A AND B UPON AMENDMENT, THROUGH JUNE 30, 2015

The 2013 Special session of the Oregon Legislature allocated additional funds to the STF program. The STF agency will distribute funds to the following approved subrecipients and projects:

SUBRECIPIENT: Central Oregon Intergovernmental Council - Rural Operations increase services as follows:

Redmond: \$121,038

La Pine: \$40,346

Sisters: \$16,138

Volunteers, various rural locations: \$18,943

SUBRECIPIENT: Central Oregon Intergovernmental Council - Urban Operations increase-Demand Response, Bend: \$19,774

Capital: Vehicle Match, Demand Response, Bend: \$14,094

*SUBRECIPIENT: Opportunity Foundation of Central Oregon
Operating increase: \$42,290*

*SUBRECIPIENT: Abilitree
Operating increase: \$44,880*

TOTAL Supplemental Funding \$317,503

STF SUPPLEMENTAL C BUDGET UPON AMENDMENT, THROUGH JUNE 30, 2015

In December 2014, the State of Oregon Legislature allocated additional general funds to the STF program. The STF agency will distribute funds at its discretion to the approved subrecipients and projects.

*SUBRECIPIENT: Deschutes County
AMOUNT: \$60,866*

3. PROJECT ACCOUNTING and SPENDING PLAN

STF Agency will receive and disburse STF moneys from a separate governmental fund. Any

money realized as a result of interest accrued will be added to the moneys and will be reported to State.

See distribution above for estimated spending plan.

4. SPECIAL TRANSPORTATION OPERATING (STO):

The STF Agency will distribute STO funds (availability of funds is contingent on budget action by the State of Oregon Legislature) to the following approved subrecipients and projects. The STF Agency retains authority over costs and allocations of STF dollars accepted and may shift STF dollars between subrecipients and projects identified in this Exhibit A as the STF Agency deems necessary. An amendment to this Agreement will be required if there are additional subrecipients or projects.

The uses of funds of Special Transportation Operating funds are limited to operating expense defined by OAR 732-005-0010(19): "Operating Expense" means the costs associated with the provision of transportation services. Operating Expense does not include expenses associated with procuring or leasing capital equipment. Common Operating Expenses include, and are not limited to: personnel, insurance, utilities, vehicle and facility maintenance, professional and technical services, security, fuel and tires, purchased transportation services, personnel training, communication and technology maintenance, marketing/public information, and planning integral to the provision of transit services.

STF OPERATIONS - SUBRECIPIENT BUDGET JULY 1, 2013 THROUGH JUNE 30, 2015

SUBRECIPIENT: Cascades East Transit: Rural Services
Operating: \$27,198

SUBRECIPIENT: Cascades East Transit: Urban Services
Operating: \$17,102

SUBRECIPIENT: Opportunity Foundation of Central Oregon
Operating: \$4,020

SUBRECIPIENT: Abilitree
Operating: \$1,964

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Revised Exhibit B

Financial Information

The information below will assist auditors to prepare a report in compliance with the requirements of the Office of Management and Budget (OMB) Circular A-133.

This Agreement is financed by the funding source indicated below:

State Program	State Funding Agency		Total State Funding
ORS 391.800 through ORS 390.830 and OAR Chapter 732, Divisions 5, 10, and 30	Oregon Department of Transportation 355 Capitol St. N.E. Salem, OR 97301-3871		\$920,264.00

Administered By Public Transit Division 555 13th Street NE Salem, OR 97301-4179
