

## Exhibit A

**Memorandum of Understanding**  
**PeopleForBikes Foundation and City of Portland Bureau of Transportation**

**Grantee:** City of Portland Bureau of Transportation (PBOT)

**Project Title:** Prescribe-a-Bike PDX

**Grant Amount:** \$200,000

This Memorandum of Understanding serves as a written acknowledgement of the relationship between PeopleForBikes and the Grantee. By signing, the Grantee accepts their rights and responsibilities including those listed in the attached PeopleForBikes Foundation Grant Provisions.

**Grant Period**

The grant period will begin January 8, 2021 and end June 15, 2023. If you need to request an extension of the grant period due to unforeseen circumstances, please make a request in writing to Tangier Barnes Wright, Manager of Partnerships and Programs (tangier@peopleforbikes.org) at least one month prior to the end of the original grant period.

**Deliverables Year 1: 2021**

\* Subject to change based on community input

1. Fifty participants per year complete BIKETOWN's 1-year Prescribe a Bike Program lead by PBOT and Multnomah County Health - REACH plus partners such as Black Bike Influencers
  - Participants receive a certificate, a celebration, and have the option to become mentors or ambassadors.
2. Fifty participants per year receive education and support from Community Health Workers and PBOT. Support and education includes:
  - BIKETOWN for All bike share pass which provides five months of membership - one-month Free Pay-it-Forward + \$5/month for 4 months.
  - An orientation that includes safety education
  - Helmets and safety gear (reflector, hand signal) to support rides
  - Education on cycling laws
  - Increased awareness about the health benefits of engaging in active transportation including biking and walking and the recommended level of physical activity
  - Group rides to foster social cohesion and decrease isolation
3. Fifty participants receive a pre-paid card loaded with \$20 to help decrease the unbanked/underbanked barrier of sign-up (provides 5 months of membership - one-month Free Pay-it-Forward + \$5/month for 4 months).
4. Achieve positive change in health indicators and self-reported health.
  - Indicators will include blood pressure, weight, medications taken, mental health improvements.
  - Self-reported data will be collected at beginning and end with check-ins from community health workers throughout the project period.
5. Identify new Prescribe-a-Bike health partners and find further incentive support for BIKETOWN

## Exhibit A

2021 expansion area.

6. Host group rides, at least one per month, or as permitted by state and county public health directives, and provide connections to existing ride groups and healthy behavior opportunities (for example: BIPOC-led bike rides that convene more frequently such as Black Girls Do Bike PDX and Play Grow Learn family rides).

**Deliverables Year 2: 2022**

\* Subject to change based on community input

1. If satisfied with the number of participants from year one, PBOT will expand and work with 1-2 new health centers in 2022 with at least 50 participants total for the year.
2. Behavior change for participants that indicate an increase in healthy activity.
  - Self-reported during doctor's visits, check-ins with Community Health Workers, and group rides.
3. Improve chronic disease health disparities and mental health to be shown through pre and post surveys that reveal or assesses:
  - Increased awareness of 1-hour or more of recommended physical activity
  - Increased physical activity
  - Improvement in mood and mental health (self-reported)
  - Understanding of health benefits of active transport (e-bikes)
  - Decreases in dependence on medication
  - Weight, blood pressure, BMI, improved nutrition, initiating behavior change, point-of-decision-prompts
  - Participants engagement
4. Host group rides, at least one per month, and provide connections to existing ride groups and healthy behavior opportunities (for example: BIPOC-led bike rides that convene more frequently such as Black Girls Do Bike PDX and Play Grow Learn family rides).
5. Share lessons with the field through BBSP's channels, speaking opportunities locally and nationally, and other forums.
6. PFB and grantee will develop a plan for pre and post evaluation. PFB reserves the right to incorporate standardized assessment pieces into the evaluation work of each grantee.

**Deliverables Year 3: 2023**

1. Twenty-five high school student participants complete BIKETOWN's 1-year Prescribe a Bike Program lead by PBOT and Multnomah County Health - REACH plus partners such as Black Bike Influencers
  - Students receive a certificate, a celebration, and have the option to become mentors or ambassadors.
2. The same twenty-five high school students will receive education and support from Community Health Workers and PBOT. Support and education includes:
  - BIKETOWN for All bike share pass which provides five months of membership - one-month Free Pay-it-Forward + \$5/month for 4 months.
  - An orientation that includes safety education.
  - Helmets and safety gear (reflector, hand signal) to support rides.

## Exhibit A

- Education on cycling laws.
  - Increased awareness about the health benefits of engaging in active transportation including biking and walking and the recommended level of physical activity
  - Group rides to foster social cohesion and decrease isolation
3. All student participants will receive a pre-paid card loaded with \$20 to help decrease the unbanked/underbanked barrier of sign-up (provides 5 months of membership - one-month Free Pay-it-Forward + \$5/month for 4 months).
  4. Achieve positive change in health indicators and self-reported health.
    - Indicators will include blood pressure, weight, medications taken, mental health improvements.
    - Self-reported data will be collected at beginning and end with check-ins from community health workers throughout the project period.
  5. Complete evaluation and report out to and potential new partners
    - Begin conversations with insurance companies, other types of health providers outside of REACH to see if they are interested in implementing the prescribe-a-bike model.
    - Begin conversations about how to make Prescribe-a-Bike a city-wide program.

**Grant Reporting**

The following are report requirements and due dates:

- February 5, 2021: Budget\* for the first year
- July 10, 2021: Interim Report #1
- January 15, 2022: Interim Report #2
- July 10, 2022: Interim Report #3
- January 15, 2023: Interim Report #4
- July 10, 2023: FINAL REPORT (include final budget report)

*\* Instructions for how to compile your budget will be provided.*

**Interim Report #1**

Update on progress (1 to 2 pages).

1. Any program staff hired?
2. Baseline assessment completed. Provide results.

**Interim Report #2**

1. Narrative (1 to 2 pages). Update on progress including any newsworthy stories.
2. Provide budget actuals from previous year and budget for 2022.
3. Photos. Please submit 2 to 5 photos of events, focus groups or youth program gatherings, community members using bike share.

**Interim Report #3**

1. Narrative (1 to 2 pages). Update on progress including any newsworthy stories.
2. Photos. Please submit 2 to 5 photos of events, focus groups or youth program gatherings, community members using bike share.

**Interim Report #4**

1. Narrative (1 to 2 pages). Update on progress including any newsworthy stories.
2. Provide budget actuals from previous year and budget for 2023.
3. Final assessment / evaluation plan.

## Exhibit A

4. Photos. Please submit 2 to 5 photos of events, focus groups or youth program gatherings, community members using bike share.

**Final Report**

1. Narrative (3 to 5 pages)
  - Outcome: report on each project deliverable as outlined in the MOU.
  - Who participated: identify volunteers, supporters, community partners, businesses, other groups who helped make your efforts a success.
  - Keys to success and lessons learned: help us help others; what worked and what did not.
2. Submit results of final assessment and comparison to baseline to reflect changes.
3. Summary of media coverage.
4. Photos – 2 to 5 high resolution images of events, bike share demonstrations or workshops, and/or people riding bike share bikes in your community.
5. Quote from a community partner, outreach staff member, or new bike share member on bike share or your program.
6. Project income and expense report reflecting all funding sources for this project.

**Payment Schedule**

The grant award will be disbursed by check in four parts:

- \$50,000 upon receipt of the signed Memorandum of Understanding
- \$50,000 in June 2021
- \$50,000 in January 2022
- \$50,000 in June 2022

**Evaluation / Assessment Support**

BBSP will work with each selected Living Lab grantee to design a measurement and assessment plan for the project. Funding beyond the \$200,000 award is available for a baseline assessment at the start of the project and final assessment at its conclusion. We will work with a consultant to help us with this evaluation component.

**Acceptance:**

On behalf of the City of Portland Bureau of Transportation, I hereby accept and agree to this Memorandum of Understanding and the PeopleForBikes Foundation Grant Provisions.

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title