

# Grant Amendment



**AMENDMENT NO. 1**

**CONTRACT NO. 936202  
City of Portland GRANT NO. TR00293**

This Amendment hereby amends the above titled contract between Metro, a metropolitan service district organized under the law of the State of Oregon and the Metro Charter, and **The City of Portland**, hereinafter referred to as "Grantee."

This amendment is a change order to the original scope of work as follows:

Provides additional federal FTA grant funding for fiscal year 2022-2023 of **TWENTY-SIX THOUSAND FOUR HUNDRED DOLLARS AND NO/100<sup>TH</sup> (\$26,400.00)** for the Safe Routes to School Grant. Grantee will contribute an additional non federal local match of **THREE THOUSAND TWENTY-ONE AND NO/100<sup>TH</sup> DOLLARS (\$3,021.00)**.

Replace section D.

### **D. Compensation**

The total Agreement amount is **ONE HUNDRED EIGHTEEN THOUSAND FIVE HUNDRED SEVENTY-SEVEN AND NO/100<sup>th</sup>'s DOLLARS (\$118,577.00)**. This amount includes (1) FTA GRANT funds to be dispersed to Grantee not to exceed **ONE HUNDRED SIX THOUSAND FOUR HUNDRED AND NO/100<sup>th</sup>'s DOLLARS (\$106,400.00)**; (2) Grantee's non federal local match of **TWELVE THOUSAND ONE HUNDRED SEVENTY-SEVEN AND NO/100<sup>th</sup>'s DOLLARS (\$12,177.00)**.

Replace Exhibit A – Scope of Work

Except for the above, all other conditions and covenants remain in full force and effect.

IN WITNESS TO THE ABOVE, the following duly authorized representatives of the parties referenced have executed this Amendment.

City of Portland

METRO

By \_\_\_\_\_

By \_\_\_\_\_

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

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

Date \_\_\_\_\_

Date \_\_\_\_\_

# Exhibit A – Scope of Work

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## Metro RTO Grant 2019-23 Scope of Work – Portland Bureau of Transportation

### SAFE ROUTES TO SCHOOL AND MULTIMODAL LITERACY IN PARKROSE: PARKROSE SCHOOL DISTRICT LEADERSHIP

#### Project Description

Parkrose School District (PSD) staff and Portland Bureau of Transportation (PBOT) Safe Routes to School (SRTS) staff will collaborate over three school years to develop a set of multimodal programs that serve students at elementary and middle school. As a team, we will create opportunities for students to develop transportation skills and confidence as part of their ongoing education during their time in the district. We will develop programs that build knowledge over time and can be delivered as part of required core curriculum standards.

We are building an integrated district-centered K-8 program that can be supported and augmented with City resources. Key elements of the program include:

- Delivery of a “train the trainer” model for key active transportation skills at elementary and middle school levels
- Connected and community-centered after-school and summer programs
- Development of expected learning outcomes and connections to curriculum and Oregon Department of Education standards

#### Key program and project goals/expected outcomes:

- Develop and document multimodal K-8 education opportunities for Parkrose School District
- Support district core education goals for students through delivery of multimodal education and programs
- Increase the number of families using active transportation to get to/from school and within their neighborhoods
- Reduce vehicle trips to school campuses by shifting students to active modes or shared mobility options
- Develop school district policy to support long term leadership on SRTS within the district
- Grow SUN Community Schools’ capacity to incorporate SRTS in their ongoing programming

# Exhibit A – Scope of Work

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## Program Evaluation

Data collection will be ongoing throughout the grant, but much of the analysis will take place at the end of the 3-year pilot. SRTS and Multimodal Literacy in Parkrose will be evaluated through a combination of

program participant counts, surveys, and individual input. Our subrecipient partner, as part of their agreement, will be required to use consistent performance measurement to evaluate program outcomes and deliverables.

## Project Staff

**Project Manager Janis McDonald** will lead the *SRTS and Multimodal Literacy in Parkrose* project team. She will be responsible for day-to-day project management and deep collaboration with district partners. Janis brings over 14 years of experience leading programs that encourage active transportation. She will lead a team of staff and partners to deliver strong SRTS programs that incorporate lessons learned and serve high need school communities. Janis has experience managing ODOT grants.

**ATS Safety Section Manager Dana Dickman** will provide strategic direction for the project, working closely with Janis to create project elements, develop and approve work plans, track timelines, help guide materials and methods, develop evaluation strategies, and ensure timely reporting to Metro. Dana has experience managing ODOT and federal grants.

**ATS Division Manager Catherine Ciarlo** will provide oversight, strategic communications, and PBOT collaboration. She will strengthen connections to other PBOT groups, working to leverage the RTO work with additional resources, link it to capital investments and other PBOT programs (such as SmartTrips, Sunday Parkways, and the Transportation Wallet/Affordable Housing Pilot Project), and work with PBOT's communications department to increase participation and amplify results. Catherine has experience managing federal grants.

**TDM Specialist 1** staff will help provide administrative support for Janis and assist with education and encouragement activities.

Several **Parkrose School District** staff will be part of the project's core leadership team and many teachers will deliver programming. We are developing the 3-year pilot in a way that does not require a huge time commitment from district leadership. Superintendent Michael Lopes-Serrao has committed his time and the time of key positions to participate in a program development team and to support delivery of events and programs as needed.

For this program, SRTS will work with one subrecipient:

# Exhibit A – Scope of Work

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The **Community Cycling Center (CCC)** works to build a vibrant community where people of all backgrounds use bicycles to stay healthy and connected. This scope proposes a close partnership to help PBOT design after-school and summer programming that works for the district.

## PBOT Staffing

Staff Name	Title	Project Role	Experience (yrs)	% of Time
Janis McDonald	TDM Specialist II	Project Manager	14	40%
Dana Dickman	Programs Section Manager	Strategic Direction and Project Oversight	18	5%
Catherine Ciarlo	ATS Division Manager	Strategic Communication and PBOT Coordination	20	2%
Lale Santelices	TDM Specialist I	Education Lead	8	10%
Xao Xiong	TDM Specialist I	Education Delivery	4	10%
New Hire	TDM Specialist I	Administration and Support	N/A	15%

## Project Tasks

### Task 1: Project Timeline, Work Plans, and Evaluation Plan

Project Manager Janis McDonald will lead creation of an overall timeline and program work plan for the district pilot. The work plan will include an overview of the 3-year strategy and a detailed first year schedule. Each following year, work planning will be completed in the spring/summer for the upcoming school year. We intend for the program development to be iterative, flexible and responsive to school community needs. The team will be evaluating lessons learned as program delivery continues and will adjust work plans throughout the grant period when needed. During the 3-year timeframe we anticipate new partnerships will be initiated in the district and the work plan will reflect their involvement.

### Task 1 Deliverables

1. Kick-off meeting with PBOT and key PSD staff and leadership
2. Craft and sign MOUs with subrecipients
3. Overall Project timeline with program outline and key objectives
4. First year detailed schedule, program descriptions and evaluation
5. Second year detailed schedule, program descriptions and evaluation
6. Third year detailed schedule, program descriptions and evaluation

# Exhibit A – Scope of Work

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7. Fourth year detailed schedule, program descriptions and evaluation

## **Task 2: Program Development Team and Community Needs Assessment**

Key staff and leadership from PBOT and PSD will meet approximately quarterly to discuss upcoming program work and debrief on lessons learned with program delivery. These meetings will allow for ongoing evaluation and adjustments to better serve school district needs.

At the beginning of each year this team will identify any new programming and confirm evaluation methods based on specific program offers and collection tools for any new quantitative and qualitative information. While we know it is preferred that all evaluation methods are set at the beginning of the project, we expect that program delivery methods may change, and we will want to adjust evaluation accordingly. This program development team will also be responsible for confirming the annual work plan described in Task 1.

The project team will conduct an initial evaluation to assess school needs and opportunities. This audit will include interviews, focus groups and surveys. We are interested in both information about individual school culture as well as identified needs for varied age levels and cultural communities within Parkrose. We will use the assessment to inform decisions on how to deliver programs and create materials for use in each school.

### **Task 2 Deliverables**

8. Core program team restarted, and meetings scheduled. Timing of meetings each year will depend on school programming needs.
9. Focus groups at each age level (elementary, middle)
10. Year One school surveys
11. Year Three school surveys
12. Year Four school surveys
13. Matrix of school interests and needs to support program development

## **Task 3: Encouragement and Education Activities**

PBOT and Community Cycling Center (CCC) staff will work with SUN Community Schools to deliver summer and/or after-school multi-modal programming. While there are many ways to offer programs outside of school hours we are committed to working through those already embedded in schools to build long-term sustainability. At the beginning of each school year, we will work with community partners to co-create an evaluation structure for each program offering.

# Exhibit A – Scope of Work

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PBOT and PSD will collaborate on a district-wide encouragement event, such as Walk + Roll to School Day or Walk + Roll Challenge Month, at least once per year to encourage active transportation.

In addition to an annual event that serves multiple age ranges, Parkrose, PBOT and community partners will use information gained from the Community Needs Assessment (Task 2) to develop training and materials for encouragement activities needed at the school levels.

### Task 3 Deliverables

14. Transportation education integrated in elementary and middle school core curriculum
15. Delivery of after-school and/or summer bike camps
16. Annual district-wide event to promote and support use of active modes
17. Summary of encouragement activities by school for elementary and middle schools

### Task 4: Final Evaluation and Report

PBOT will develop a final report summarizing all quantitative data and qualitative information about programming over the 3-year period. Parkrose will collaborate on development of the report. The process and recommendations for an ongoing PSD program will be included in the report. The final report will share outcomes and scalable best practices for application in other Portland school districts and regional communities – particularly those that have schools within Portland city limits.

18. Program evaluation will include surveys, focus groups, interviews and documentation of participants
19. Data analysis to look for any behavior change, skills acquisition, underserved communities engaged, awareness growth, and attitudinal shifts around active transportation
20. Annual reports including program outcomes and performance metrics
21. Compilation of stories and anecdotes collected throughout the grant period
22. Recommendations for program portability and scalability to other small school districts and regional municipal partners

### Project Task Schedule

The majority of programs for Parkrose School District will be completed on an annual cycle, however some tasks vary between the first year and subsequent years. The estimated timeline per task is summarized below.

# Exhibit A – Scope of Work

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Task	Task Title	Completion Date
1	Project Timeline, Work Plans and Evaluation Plan	July - August 2019  April – June subsequently each year, completion by June 2023
2	Program Development Team and Community Needs Assessment	Ongoing throughout the grant period, completion by June 2023
3	Encouragement and Education Activities	Annual, completion by June 2023
4	Final Evaluation and Report	June - July 2023

1) FTA GRANT funds to be dispersed to Grantee not to exceed **(\$106,400.00)**

The amount the Grantee is **required** to spend to match Metro’s grant:

(2) Grantee’s non federal local match (10.27%) of **(\$12,177.00)**

Grantee’s invoices shall include:

- Metro Grant number **(936202)**
- Grantee name
- remittance address
- invoice date
- invoice number
- invoice amount
- Local Match amount
- itemized statement of work performed and expenses incurred during the invoice period
- **Required** to be submitted quarterly and uploaded into ZoomGrants