

RTO Grant Amendment



AMENDMENT NO. 1

CONTRACT NO. 938587

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:

The Effective Date of this Amendment is July 1, 2024. The purpose of this amendment is to extend the Term of this grant agreement, add additional federal funding of \$187,500.00 for fiscal year 24-25 and adds Tasks 4 and 5 to the original scope of work.

The Parties agree to Amend the Grant agreement as follows:

1. Effective Date and Duration

This agreement is effective July 1, 2023, and terminates July 1, 2025, unless terminated or extended as provided in this Agreement. Metro will reimburse allowable costs incurred on or after July 1, 2023, as set forth in the Scope of Work.

2. Compensation

The total Agreement amount is **\$417,920.00**. This amount includes (1) FTA GRANT funds to be dispersed to Grantee not to exceed **\$375,000.00**; and (2) Grantee's non-federal local match of **\$42,920.00**.

Exhibit A – Updated 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 _____

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METRO REGIONAL TRAVEL OPTIONS GRANT – EMERGING PARTNERS TRACK

PORTLAND BUREAU OF TRANSPORTATION

COMMUTE PROGRAM STRATEGY DEVELOPMENT

Project Description:

This project will develop a City of Portland Transportation Demand Management (TDM) commute program strategy focused on shifting single occupancy vehicles (SOV) commute trips to active or shared modes of transportation. Project development will happen in collaboration with Metro and Regional Travel Option partners. The commute program strategy will define roles and actions that build upon direction provided by the Portland Bureau of Transportation's (PBOT) TDM plan, Transportation System Plan, City Council direction, and regional partners.

PBOT's TDM Plan, "The Way to Go Plan: Moving People in Portland", outlines nine strategic priority areas including "Employer Commute Programs". This plan was developed through internal and external stakeholder meetings, including conversations with community-based organizations. The employer commute strategic area comes with three main objectives:

- Work with employers to affect changes to workplace policies and benefits that encourage the use of transportation options.
- Remove or reduce the provision of free parking at worksites.
- Coordinate with statewide and regional Commute Trip Reduction efforts.

This planning project will position PBOT to pursue these objectives in a coordination with the regional TDM commute framework. This planning project will yield a work plan comprised of TDM strategies organized by two timeframes: short-term (2 years) and long-term (3+ years).

The short-term commute program strategy has a goal of designing a local TDM program that supports the upcoming changes from the Department of Environmental Quality's update of the ECO Rule. PBOT will leverage the update to support employers in providing their employees with robust transportation options. As part of this project, we will conduct a series of partner conversations in order to reach consensus and clarity on each agency's role in implementing the ECO Rule.

The long-term commute program strategy has a goal of developing a commute program strategy that would build upon the activities implemented in the short-term strategy and incorporate City Council-directed action from the Pricing Options for Equitable Mobility final report. City council directed PBOT to develop a flexible commuter benefits program (parking cash-out) program that requires employers that provide free or subsidized parking to offer their employees that parking value in taxable cash income or alternative transportation benefits. One outcome of the long-term plan would be to identify phases that move us toward achieving this VMT-reducing objective.

This planning project will allow us to develop a thoughtful commute program strategy that holds transportation justice and reducing carbon emissions as dual core values. A 2015 Harvard study found, the average commute times for Black commuters are 20% longer than white commuters and that a person's commute time is the single biggest indicator to predict ability to escape poverty more than education or housing. This multi-agency planning and coordination effort around commute will move the City of Portland closer to our goals of reducing single-occupancy vehicle trips, increasing active travel

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modes and carpooling, and improving Portlanders’ quality of life-especially those who are most impacted by the time and money cost of commuting.

Project Goals and Expected Outcomes:

Goals:

- Reaching consensus and clarity on PBOT’s role in regional commute program strategy and framework.
- Engaging Portland employers with commute programming support so that we move towards our goals of reduced vehicle miles travelled.
- Offer pop-up events to engage employees and boost visibility of Get There

Outcomes:

- A commute program strategy that will lay out a blueprint for how our agency coordinates with regional RTO partners to deliver sustainable commute messaging and programming to employers.
- A commute program strategy that will support employers to provide competitive commuter benefits program that is oriented to support active transportation.
- A commute program strategy that can serve as work plan(s) for 0.5 FTE personnel to implement in subsequent two years after completion of this project.

Evaluation Plan:

- We will circulate our planning documents (short term plan, long term plan) for review and feedback from partners ahead of finalization.

Project Staff:

Staff Name	Title	Project Role	Experience (yrs)	FTE
Michael Espinoza	TDM Specialist II	Project Manager	8	0.3
Liz Hormann	TDM Specialist II	Project Lead and Strategy	10	0.2

Task 1: Define PBOT’s role in commute-focused program work

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Task Description:

Coordinate with internal and external partners through a series of planning conversations in order to identify and define PBOT's role in commute program work.

Early identification of partners include:

- TriMet
- Oregon Metro
- Department of Environmental Quality
- Portland-area transportation management associations (TMAs)
- Institutions with large campuses
- Business associations / groups

Project Goals/Outcomes Fulfilled by Task:

- A commute program strategy that will lay out a blueprint for how our agency coordinates with regional RTO partners to deliver sustainable commute messaging and programming to employers.
- Partners feel engaged and included in our strategy development and planning process.

Deliverables:

- Summary of conversations and meeting outcomes

Task 2: Short-term commute program strategy development

Task Description:

Development of a short-term commute program strategy that will serve as a PBOT workplan for 2 years. We will position PBOT to deliver on our portion of the regional TDM framework that is being developed with RTO partners. This work will likely focus on increasing awareness of Get There program resources and materials and engaging with employer transportation coordinators.

Project Goals/Outcomes Fulfilled by Task:

- A commute program strategy that supports employers to provide a competitive commuter benefits program that is oriented to support active transportation
- Creation of a 2-year commute program strategy that includes a work plan and staffing that will then be implemented following the conclusion of this RTO 1-year emerging partner grant.

Deliverables:

- A 2-year commute program strategy document.

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Task 3: Long-term commute program strategy development

Task Description:

Development of a long-term commute program strategy that will serve as a guide for the coming 3+ years and will move PBOT closer to larger TDM goals such as the Flexible Commute Benefits program. Our planning will include phases of work that build upon each other and allows PBOT to plan for adequate resourcing of this work in the coming years. This work will be informed by findings from the PBOT TDM plan that was collected from organizations serving BIPOC communities

Project Goals/Outcomes Fulfilled by Task:

- Reaching consensus and clarity on PBOT’s role in regional commute program strategy and framework and how this aligns with PBOT’s advancement of its mobility and transportation justice goals.
- Creation of a long-term (3+ year) commute program strategy that PBOT can follow in the coming years as we move towards larger mode shift goals.

Deliverables:

- A long-term (3+ years) commute program strategy document.

Task 4: Employee Engagement Pop-ups + Bike Campaign

Task Description:

PBOT will engage directly with employees and employers at pop-up employee engagement events. We’ll offer transportation resources and information and encourage sign ups to the Get There platform for seasonal challenges. We’ll focus attention at these pop-up events to help get people connected and registered for a bike month campaign in the Get There Platform.

Project Goals/Outcomes Fulfilled by Task:

- Offer pop-up events to engage employees and boost visibility of Get There
- Generates connections for working with new employers

Deliverables:

- Host 2-4 pop up events that engage employees, boost Get There brand awareness, and provide a venue to make new connections
- Organize an employer focused bike campaign

Task 5: Direct Employer Engagement

Task Description:

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PBOT will engage directly with employers on commute programming. We will work with employers to utilize state (Oregon Department of Transportation), regional (Get There Portland Metro), or localized Portland toolkits and advise them on commute trips reduction plans. We'll help them decide on the best strategies tailored to their location, organization size, and any known transportation challenges. We'll seek out opportunities to advance transportation justice and incorporate recommendations for employers who have groups of shift, low-wage, or manual laborers. We'll act as an accountability partner to employers and provide encouragement and support to continuing forward on selected strategies. We'll highlight the opportunity to put together an employee bike bus, as it is one of our areas of expertise. We'll use this engagement strategy as a means to build relationships and create social connections around biking to work.

Project Goals/Outcomes Fulfilled by Task:

- Engaging Portland employers with commute programming support so that we move towards our goals of reduced vehicle miles travelled.
- Support employers with Trip Reduction plan consultations and advise on TDM strategies.

Deliverables:

- Documented employer engagement via updating shared customer relationship management system. If shared system is not ready or delayed, a written summary will be provided.

Project Schedule

Task	Task Title	Schedule
1	Define PBOT's role in commute focused program work	July 1, 2023 to December 31, 2023
2	Short term commute program strategy development	July 1, 2023 to June 30, 2024
3	Long term commute program strategy development	October 1, 2023 to June 30, 2024
4	Pop-up engagement employee engagement events	July 1, 2024 to June 30, 2025
5	Direct employer engagement	July 1, 2024 to June 30, 2025

Exhibit A

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Budget:

Organization	PBOT		AMENDED BUDGET FOR ONE YEAR EXTENSION for FY25						
Proposed Grant Budget									
Expense Category	Detail	Estimated FTE	Total	Task 1	Task 2	Task 3	Task 4	Task 5	
Staff Time			\$ 219,394.42						
Michael Espinoza (Year 1)		0.3	\$ 59,658						
Liz Hormann		0.2	\$ 39,772						
Michael Espinoza (Year 2)		0.2	\$ 37,593						
TDM 1		0.3	\$ 58,960						
Labor Match Years 1 and 2			\$ 23,412						
Materials and Supplies			\$ 15,725						
Meeting Supplies			\$ 2,125	\$ 575	\$ 575	\$ 575		\$ 400	
Graphic Design			\$ 6,000		\$ 1,750	\$ 1,750	\$ 2,500		
Commute Pop-Ups			\$ 7,600				\$ 7,600		
			\$ -						
Contracted Services			\$ -						
			\$ -						
Approved Indirect Costs	83.32% of Labor Costs		\$ 182,800						
Total Grant Request		1	\$ 417,920	\$ 575	\$ 2,325	\$ 2,325	\$ 10,100	\$ 400	
Approved Indirect Cost Rate			Local Match						
	83.32%		Source of Funding		Type of Funding		Notes		Amount
Requested Grant	\$ 375,000.00		PBOT General Transportat		Cash		10.27% of expenses		\$ 42,920
Local Match 10.27%	\$ 42,920								\$ -
Proposed Total Budget	\$ 417,920								\$ -
Estimated Grant Funded Expenditures by Year					Total		\$ 42,920.43		
Year 1	\$ 187,500								
Year 2	\$ 187,500								
Year 3	\$ -								
Total	\$ 375,000								

Note: Metro acknowledges the schedule of the project timeline and budget is an approximation used for initial planning and budgeting purposes. Any significant changes to the above schedule and budget must be made in writing and approved in writing by the Metro project manager.

Budget based on FY24 Indirect rate of 83.32%. The actual indirect rate will be updated each fiscal year.