

AGENDA ITEM FOR ADMINISTRATIVE MEETING () Discussion only
(X) Action

FROM (DEPT/ DIVISION): Planning Division

SUBJECT: ODOT Grant Request: Driver Safety Education along Highway 11

<p>Background: Umatilla County recently received a grant from ODOT Region 5 to form a local Highway 11 Safety Focus Group to provide safe driving education and outreach. The funding was awarded for April through September 2024.</p> <p>Requests for the next grant cycle, October 1, 2024 through September 30, 2025 are now due. Planning Staff are requesting to continue the outreach and Sheriff’s Office overtime along Highway 11 in Milton-Freewater. The grant would provide funding for marketing driver safety and provide overtime funding for patrols.</p> <p>If awarded, the grant requires a 20% match from the County which can include in-kind match. Staff are requesting approval for in-kind match in the amount of \$4,500 and \$3,000 cash match.</p>	<p>Requested Action: Approve grant request and authorize the Chair to sign any necessary documents</p>
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ATTACHMENTS: 2025 Funding Opportunity Request, Budget and Cost Sharing worksheet

Date: (5/31/24) Submitted By: Megan Davchevski, Planning Division Manager

*****For Internal Use Only*****

Checkoffs:

- () Dept. Head (copy)
- () Human Resources (copy)
- () Fiscal
- () Legal (copy)
- () (Other - List:)

To be notified of Meeting:
Megan Davchevski, Charlet Hotchkiss

Needed at Meeting: Megan Davchevski

Scheduled for meeting on: June 5, 2024

Action taken:

Follow-up:

FUNDING OPPORTUNITY

Oregon Department of Transportation - DMV Transportation Safety Office

This Funding Opportunity consists of three sections: Applicant Information, Grant Project Narrative, and Grant Project Budget. Please complete each section and submit via mail or email to TSOGrantApp@odot.oregon.gov on or before June 15, 2024. Please contact a TSO program manager for more detailed guidance on completing the document or assistance. An incomplete application will not be considered.

SECTION 1 – Applicant Information

-(Max points: 5)

Agency Name: Umatilla County
Agency Address: 216 SE 4th Street, Pendleton OR 97801
Agency Type: Government Agency (checked)
EIN Tax ID Number: 93-6001993
UEI Unique Entity Identifier: RAN2JHLK75G3
Political Subdivision of a State: Yes (checked)

Project Director (Responsible for implementing this Agreement and establishing and maintaining procedures that will ensure the effective administration of the project objectives.)

Name and Title: Megan Davchevski, Planning Division Manager
Address: 216 SE 4th Street, Pendleton OR 97801
Email: Megan.Davchevski@umatillacounty.gov
Phone Number: 541-278-6246

Designated Alternate (Serves as Alternate Project Director if the Project Director is unavailable to answer a project question or sign a grant document or; if the Project Director is being reimbursed through a particular claim for reimbursement [they cannot be the signatory for that specific claim, i.e., travel costs for the Project Director, salary, etc.]

Name and Title: Charlet Hotchkiss, Planner
Address: 216 SE 4th Street, Pendleton OR 97801
Email: Charlet.Hotchkiss@umatillacounty.gov
Phone Number: 541-278-6283

Authorizing Official (This person has the authority to obligate funds from your agency's budget (i.e., you usually cannot pay the bills or sign contracts without their signature!); they cannot be paid through the grant project. The Authorizing Official MUST sign the claim if either the Project Director or Designated Alternate are being paid or reimbursed through the project's claim for reimbursement as submitted to TSO.)

Name and Title: John Shafer, Umatilla County Board of Commissioner Chair

1 Non-profit agencies must submit proof of exempt status under Code Sec. 501(c)(3).

Address 216 SE 4th Street, Pendleton OR 97801

Email John.Shafer@umatillacounty.gov Phone Number 541-278-6203

SECTION 2 – Grant Project Narrative

A. Project Name

OR11 Safety Outreach

B. Project Focus

- (Max points: 5)

Select a project focus area from the box below. Multiple areas may be selected.

Check all areas that apply.

Table with 2 columns of safety focus areas and checkboxes. Checked items include: Community Traffic Safety, Distracted Driving, Driver & Officer Safety Education, Driver Education & Behavior (Teen Drivers), Emergency Medical Services, Highway Safety Improvement Program, Impaired Driving, Motorcycle / Moped Rider Safety, Occupant Protection, Pedestrian Safety, Preventing Roadside Deaths, ODOT Region Grant, Roadway Safety, Safe Driving (Drowsy Driving, Following too Close, Lights & Swipes, Red Light Running), Speeding & Aggressive Driving, Traffic Law Enforcement / Judicial, Traffic Records, Unattended Passengers Program, Vehicle Safety Equipment, Work Zone Safety, and Other.

C. Problem Identification & Proposed Countermeasure

- (Max points: 30)

1. Describe the problem(s) this project will try to impact and the proposed countermeasure. Include, at a minimum, a description of activities to be conducted, location where the project will be performed, length of project (e.g. one year, two year, ongoing, etc.) and affected communities, where applicable.

Oregon State Highway 11 in the Milton-Freewater area has recently experienced a large increase in vehicle crashes and fatalities. On December 13, 2023 Representative Greg Smith hosted a Town Hall Meeting for Milton-Freewater residents to voice concerns with Highway 11 to himself, County Commissioners, Oregon State Police, ODOT staff and other partners. The overarching goal for this corridor is to eliminate fatalities, reduce accidents, promote safety and educate drivers. Umatilla County coordinated with ODOT Region 5 staff to identify solutions. While long-term solutions are on the horizon the county would also like to pursue a short-term solution: marketing driver safety and education along the Highway 11 corridor. The County and ODOT have been collaborating on this project and utilizing grant funds April through September 2024. The intent is to continue the safety outreach and focus group efforts in the next grant cycle.

2. Provide summarization of data about the problem(s). Include any particular emphasis on underserved communities and communities overrepresented in the data and a description of how those communities were identified.

ODOT's Safety Priority Index System (SPIS) identifies safety problem locations based on crash frequency, severity, and rate. Two intersections (OR332/OR11; Crocket/OR11) on OR11 were identified as a top 15% SPIS site in 2021. The intersection of Stateline/OR11 has also been identified with challenges but did not rise to the level of inclusion as a SPIS site. OR332 to Ferndale Road (which includes Crockett), has a crash rate above the state average (1.54 vs. 1.36 crashes per million miles). Preliminary fatality data shows that 17% of all fatalities in Umatilla County occurred in this section in 2023 with one of those fatalities being a pedestrian. Serious injury data is not available beyond 2021 at the time of this request but on average from

2017 - 2021, this section of Umatilla County accounted for 6.7% of all serious injuries with 2020 recording 18% of all serious injuries in the section. Data review, input from the community and law enforcement shows that impaired drivers, speed, distraction, and turning movements play a large part in the crashes in this section with at least 14 crashes from 2017 - 2021 including roadway departure. The roadside character also includes wide roadways that don't feel urban and many points of access. These characteristics may also contribute to the issues.

3. **For continuation of a previously awarded project**, provide a report on progress toward meeting current (or prior) year performance targets. If there are adjustments to the countermeasure strategies, describe in narrative the means by which the strategy for programming funds was adjusted and informed by the most recent TSO Highway Safety Plan Annual Report, OR, if no adjustment, explain in writing why no adjustments were made. Add performance measures needed for updated problem identification, or, as part of a Section 405 grant application, or amend common (only) performance measures but not any other existing target.

The project was awarded grant funding very late in the previous grant cycle, with funds being awarded in April 2024. County and ODOT staff have been diligently working on promoting the grant efforts with the public and have recently formed the Highway 11 Safety Focus Group following a community meeting on May 20, 2024. The group will meet on June 12th, July 9th, August 13th and September 10th to discuss education and outreach activities. Additionally, County staff have arranged to regularly run a previously recorded radio ad for safe driving, voiced by County Sheriff Rowan.

The Umatilla County Sheriffs Office has been providing overtime patrols along Highway 11 and will continue to do so through the current funding cycle.

Performance measures have not been met at this point as we are only one month into the grant funding.

4. **Describe how this project will engage or impact over-represented populations in crash data and/or specifically identified underserved populations.** Underserved populations mean populations sharing a particular characteristic or geographic location that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life. Overrepresentation is another measure of whether a crash type or contributing factor should be prioritized as a safety issue in the planning area. One way to visualize overrepresentation is to compare the percentage of all crashes accounted for by a given factor with the percentage of severe crashes (those resulting in a fatal or serious injury) accounted for by that same factor.

The Milton-Freewater area has a high Hispanic and Latino population. Promoting highway safety within the area will positively impact the Hispanic and Latino populations. The Safety Focus Group has already identified the need to promote safe driving in both English and Spanish – marketing and education materials will be developed in both English and Spanish.

D. Proposed Activities

1. **Major Activities** – List major activities to be carried out to achieve targets or goals listed above in Section C. To add an activity, insert cursor in bottommost right field and then tab to add rows. **- (Max points: 10)** _____

	Start Date	End Date	Activities
1.	10/1/2024	9/30/2025	Continue efforts of previously formed OR11 Safety Focus Group and facilitate their efforts
2.	10/1/2024	9/30/2025	Conduct traffic safety messaging campaigns planned and accomplished in coordination with the OR11 Safety Focus Group.
3.	10/1/2024	9/30/2025	Coordinate with other Umatilla County public, private, non-profits, etc. to enhance outreach to target audience whenever possible.
4.	10/1/2024	9/30/2025	Coordinate with the Umatilla County Sheriff's Office for OT.

2. **Coordination** – List groups and agencies you will be partnering with to complete the activities of the project.

- (Max points: 10) _____

Coordinate with various agencies and community groups to discuss community safety and determine the best media messages for the area.

Is coordination with outside agencies or groups needed? Yes No

If Yes is marked above, list Name and role of groups agencies involved.

OR11 Safety Focus Group with the following representation: county and state law enforcement, county officials, local businesses, residents of the area, ODOT, and other interested partners.

E. Objectives - (Encouraged but not required for initial scoring. Program Managers can help set or refine these upon project acceptance.) - (Max points: 5) _____

Describe measurable targets or goals, expressed as a value, **to be achieved through project implementation**. To add an objective, insert cursor in bottommost right field and then tab to add rows (i.e., ‘to reduce impaired driving fatalities in ABC County from the baseline of 62 in year XXXX **by 5%**, by December 31, 2025;’ or ‘to conduct **five** bike rodeo training events for DEF Community by 09/30/2025,’ etc.).

	Objective
1.	Reduce fatalities within the project boundaries on OR11, from the 2023 preliminary number of two to one by September 30, 2025.
2.	Reduce serious injuries within the project boundaries on OR11, from the 2017 – 2021 average of two to one by September 30, 2025.
3.	Reduce the number of intersections appearing on ODOT's SPIS locations top 15% or higher list from two to one by September 30, 2025.

F. Evaluation Plan

1. **Evaluation Questions** – **Measurable** outcomes to demonstrate progress, success, etc. toward meeting the project’s objectives. To add an evaluation question, insert cursor in bottommost right field and tab to add rows. These tie directly to the stated **activities and objectives** that were indicated for the project.

- (Max points: 5) _____

	Objective
1.	How often did the OR11 Safety Focus Group meet during the grant year?
2.	Describe the media/messaging campaign that was created. What buys were made and/or products produced? Did all materials purchased with the grant funding get printed and delivered by September 30, 2025? Provide photos and other examples of media/materials.

3.	How many OT hours was the Umatilla County Sheriff's Office able to work during the grant year? How many total citations and warnings were given during these shifts?
4.	How many traffic related fatalities and serious injuries occurred in the section during the grant year? Does this meet the target set to reduce to one fatality and one serious injury by September 30, 2025?
5.	Is this section of OR11 "on track" to reduce the number of SPIS locations that appear on the top 15% or higher list from two to one by the next review?

2. Data Requirements

- (Max points: 10)

A. Data to be collected and submitted with required quarterly and final evaluation reports (what data will be used to determine progress being made in quarterly reports?).

Invoices for all purchases and photos of the work completed will be submitted with claims and the final report. The Umatilla County Sheriff's Office will also provide a spreadsheet of their OT activities on a spreadsheet supplied by the TSO.

B. **Evaluation Design** – Describe how data will be analyzed. **Include any particular emphasis on** underserved communities and communities overrepresented in the data and a description of how those communities were identified.

ODOT will review all invoices and graphics as part of the messaging campaign in addition to the enhanced OT by the Sheriff's Office. Results of the project will be used to guide other projects as relevant.

3. Project Deliverables & Final Project Evaluation – At a minimum - depending upon your agency's TSO-assigned risk rating - **project deliverables required of the applicant will include:** monthly or quarterly progress reports, monthly or quarterly reimbursement claims (with supporting documentation), and a Final Project Evaluation.

SECTION 3 - Grant Project Budget

A. Grant Project Budget Summary

- (Max points: 5)

1. List of major budget items (including indirect costs, if applicable) as well as estimated **program income** – see [23 CFR 1300.34](#) (e.g. fees, product sales, etc.) (if applicable). If indirect costs are to be included and the applicant is not using the de minimis federal rate, a current indirect cost letter must be included in the Exhibits (H.4.D)

OT enforcement, media (radio, billboards, newspaper, social media, etc.)

2. Budget Allotment.

The Applicant is requesting the amount stated below to carry out the traffic safety project outlined in this Grant Application. Grant Award expenditures and match fund expenditures must comply with allowable uses based on funding source. Applicant understands and agrees that Match funds may be a requirement of the grant. For specific information related to funding source and eligible uses of funds, see applicable laws and rules or contact program manager.

Requested Grant Award		\$30000
Required Match (0.25 x Requested Grant Award)**	x 0.25	\$7500
Estimated Program Income (select one of the three below)		
- Subtracted from requested grant award		
- To be expended on eligible grant activities		
- To be expended on eligible grant activities (and claimed as match*) to be spent within performance period		
Total Project Cost		\$37500

* If Applicant wishes to use program income as Match, TSO Staff will need to request written approval from NHTSA Region 10 Regional Administrator prior to project approval.

** This equates to a 20% match (cash, or in-kind) from your agency

B. Budget and Cost Sharing

- (Max points: 10) _____

Complete Form 737-1003 Budget and Cost Sharing. You may attach one page to explain specific requests. If you are applying for a multiple year grant, you must include a separate budget for each year for which you are requesting funding.

In this section, please describe in as much detail as possible the cost/expenses associated with the proposed project.

Identify how your agency will provide matching funds. Any funds you claim as match cannot be federal dollars. Matching funds may include salaries of individuals working on the project, mileage incurred while working on the project, training provided, office supplies or any other in-kind or matching funds. You do not have to show match in each category. However, the **total match must be at least 20% of the total amount you are requesting for the project.** Any estimated or anticipated Program Income, which means gross income earned by the State or a subrecipient that is directly generated by a project activity or earned as a result of the Federal award during the period of performance, needs to be included in the budget.

- (Max points: 10) _____

Umatilla County will provide approximately \$4,500 in in-kind match (staff time, travel, meeting supplies) and \$3,000 in cash match.

EXHIBIT B ODOT GRANT BUDGET AND COST SHARING

Project No.: _____
 Project Name: OR11 SAFETY OUTREACH
 Agency: Umatilla County

Project Period: 10/01/24 - 09/30/25
 (From) (To)

(Office Use Only)

Grant Adjustment #: _____
 Grant Adjust. Effective Date: _____
 Project Yr. (1-2-3, Ongoing): _____

This form should include all budget information. If additional information is required for clarity, please include on a separate page referencing appropriate budget item.

1. Personnel Costs*

A. Staff assigned and estimated hours:	Hours	Rate	Total Cost
Charlet Hotchkiss (Planner)	50.00 @ \$	51.74 /hr = \$	2,587.00
Megan Davchevski (Planning Manager)	20.00 @ \$	85.19 /hr = \$	1,703.80
Calc. Adj.	1.00 @ \$	9.20 /hr = \$	9.20
	0.00 @ \$	- /hr = \$	-
	0.00 @ \$	- /hr = \$	-
	0.00 @ \$	- /hr = \$	-
Staff Subtotal		\$	4,300.00

B. Overtime	Hours	Rate	Total Cost
UmCo Sheriff's Office	103.00 @ \$	97.00 /hr = \$	9,991.00
Calc. Adj.	1.00 @ \$	9.00 /hr = \$	9.00
Overtime Subtotal		\$	10,000.00

C. Volunteer Time	Hours	Rate	Total Cost
	0.00 @ \$	- /hr = \$	-
	0.00 @ \$	- /hr = \$	-
Volunteer Subtotal		\$	-

2. Personnel Benefits

A.	Unit Cost	# of Units	Total Cost
	\$ - @	0 =	\$ -
	\$ - @	0 =	\$ -
Benefits Subtotal		\$	-

3. Equipment

A.	Unit Cost	# of Units	Total Cost
	\$ - @	0 =	\$ -
	\$ - @	0 =	\$ -
	\$ - @	0 =	\$ -
	\$ - @	0 =	\$ -
Equipment Subtotal		\$	-

4. Materials/Printing

A.	Unit Cost	# of Units	Total Cost
	\$ - @	0 =	\$ -
	\$ - @	0 =	\$ -
	\$ - @	0 =	\$ -
Materials Subtotal		\$	-

5. Overhead/Indirect Costs***

A.	Unit Cost	# of Units	Total Cost
	\$ - @	0 =	\$ -
	\$ - @	0 =	\$ -
Overhead Subtotal		\$	-

TSO FUNDS	MATCH	TOTAL
\$0.00	\$4,300.00	\$4,300.00
\$10,000.00	\$0.00	\$10,000.00
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00

Project Number: _____

EXHIBIT B ODOT GRANT BUDGET AND COST SHARING

6. Other Project Costs			
A. Travel In-State	Unit Cost	# of Units	Total Cost
Meeting Travel (fuel)	\$ 1.00 @	100 =	\$ 100.00
B. Travel Out-of-State (specify)**:	\$ - @	0 =	\$ -
C. Office Expenses (supplies, photocopy, telephone, postage)			
Copies for meetings	\$ 1.00 @	100 =	\$ 100.00
D. Other Costs (specify):			
1.) Media Campaign	\$ 23,000.00 @	1 =	\$ 23,000.00
2.)	\$ - @	0 =	\$ -
3.)	\$ - @	0 =	\$ -
4.)	\$ - @	0 =	\$ -
5.)	\$ - @	0 =	\$ -
Other Project Costs Subtotal			\$ 23,000.00

7. Consultation/Contractual Services **			
A.	Unit Cost	# of Units	Total Cost
	\$ - @	0 =	\$ -
B.	\$ - @	0 =	\$ -
Consultation/Contractual Services Total			\$ -

8. Mini-Grants **			
	TSO	Match	
A.	\$ -	\$ -	
B.	\$ -	\$ -	
C.	\$ -	\$ -	
D.	\$ -	\$ -	
E.	\$ -	\$ -	
F.	\$ -	\$ -	
G.	\$ -	\$ -	
H.	\$ -	\$ -	
Mini-Grants Subtotals		\$ -	\$ -

TOTAL

COST SHARING BREAKDOWN

1. TSO Funds	\$30,000.00	80%
2. Match: State		
3. Match: Local	\$ 7,500.00	20%
4. Match: Other (specify)		
a.)		
b.)		
c.)		
5. TOTAL COSTS	\$ 37,500.00	100%

TSO FUNDS	MATCH	TOTAL
\$0.00	\$100.00	\$100.00
\$0.00	\$0.00	\$0.00
\$0.00	\$100.00	\$100.00
\$20,000.00	\$3,000.00	\$23,000.00
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
\$30,000.00	\$7,500.00	\$37,500.00

Budget Comments:

* Job descriptions for all positions assigned to grant for 500 hours or more must be included in Exhibit B.

** TSO approval required prior to expenditures.

*** Must provide TSO federal cognizant agency letter of approval rate