



Local Cost Share Method – Fiscal Year 2021-22 (July 1, 2021 – June 30, 2022)¹

Overview

The RDPO welcomes the financial contributions of its members to help advance its strategic priorities and fund its work plan, as well as to sustain its operations and administration. The organization also relies on and appreciates the in-kind donations (i.e., of agency staff time and technical skills) and other resources that contribute to building and maintaining regional capabilities.

Section VIII.C of the RDPO Intergovernmental Agreement requires the Policy Committee to establish the contribution levels for a member organization to become a “Contributing Member” and have full voting rights. It also requires the Committee to identify the RDPO’s core administration costs and establish the method for allocating those costs amongst a Core Group of Participating Jurisdictions.

The following Local Cost Share Method (LCSM) has been developed to assist the Policy Committee in addressing both these needs. It also provides guidance for

- Member organizations that would like to contribute to the RDPO but are not able or willing to meet the established levels, or who have no desire to become a Contributing Member with full voting rights; and
- Member organizations that would like to contribute to the RDPO’s priority projects in its work plan.

A. Method for Allocating the RDPO’s Core Administration Costs amongst the Core Group Members

The Core Group, as defined in the RDPO Intergovernmental Agreement, refers collectively to the group of Participating Jurisdictions that contribute funds to cover the RDPO’s core administration costs. For Fiscal Year 2021 (July 1, 2021– June 30, 2022), members of the Core Group are Clackamas, Columbia, Multnomah, and Washington counties, and the City of Portland, in Oregon; Clark County in Washington; and three regional government entities, namely, the Portland area Metropolitan Service District (Metro), the Tri-County Metropolitan Transit District of Oregon (TriMet), and the Port of Portland.

The core RDPO administration costs (Attachment A) come to \$217,509 for FY’21-22 and include the salary, benefits, office, local and out-of-town travel, training, and other costs associated with a 1.0 FTE RDPO Managing Director based in the Portland Bureau of Emergency Management, the RDPO’s Lead Administrative Agency (LAA). Some office (e.g., telecommunications) costs of other RDPO staff are also reflected in this budget.

¹ Please refer to the RDPO Intergovernmental Agreement (especially Sections II, IV, and VIII) for more details on the concepts and terms used in this document.

The table below is divided into two subgroups, with the first group (five counties and the City of Portland) covering 80% of core administration costs and the second group (the three regional entities) covering the remaining 20%.

For the five counties, a **population-apportioned allocation methodology** has been applied. Since the City of Portland makes other financial contributions to the RDPO that are not reflected here, its core contribution is included in the Multnomah County contribution. For the regional entities, the same formula that was used in FY'20 is applied for FY'21.

RDPO FY'20-21 Local Cost Share: Core Group Members

Administrative Costs: \$203,714

Five Counties, the City of Portland, Metro, TriMet, and the Port of Portland

Location	2020 Population Estimate *	% of Subgroup	Contribution	50/50 split
Subgroup I: 80%				
Multnomah County/Portland	829,560	34%	\$55,666.82	
Washington County	620,080	26%	\$41,609.87	
Clark County	499,200	21%	\$33,498.33	
Clackamas County	426,515	18%	\$28,620.88	
Columbia County	53,280	2%	\$3,575.30	
Sub-Total:		100%	\$162,971.20	
Subgroup II: 20%				
Metro	N.A.	33.33%	\$13,580.93	
TriMet	N.A.	33.33%	\$13,580.93	
Port of Portland	N.A.	33.33%	\$13,580.93	
Sub-Total:	N.A.	100%	\$40,742.80	
Total All Core Group Member Contributions:			\$203,714	

*Data sources: for Oregon counties, the Population Research Center, Portland State University, July 1, 2020, certified population estimates; for Clark County, the Washington Office of Financial Management, April 1, 2020, estimates.

Note: Core Group members may also contribute funds to projects as they are able and interested in doing so. For example, Metro contributes \$25,000 each year to the RDPO, split between their allocation as a Core Group Member and the project fund.

B. Method for Calculating the Contributions of Non-Core Group Cities Seeking Contributing Member Status

A member city not in the Core Group wishing to make a financial contribution to the RDPO work plan at or above a level giving it the designation “Contributing Member” with the associated right to vote on all RDPO organizational activities, is asked to contribute an amount equal to or greater than the higher of:

1. The smallest amount contributed by one of the Core Group members, which for the FY’21-22 cycle is \$3,575.30; or
2. A per capita amount calculated by a) dividing the jurisdiction’s population by the Region’s population then b) multiplying that number by the annual amount the Core Group contributes to pay for the RDPO’s core administration costs.

Example: Beaverton (2020 population estimate: 99,225)

a) $99,225 \div 2,428,635 = 4.1\%$ of the total PMR population

b) $0.041 \times \$203,714 = \$8,323.00$

See Attachment B for a schedule of anticipated FY’21-22 partner contributions to the RDPO’s program.

C. Method for Determining the Contributions of Special Districts Seeking Contributing Member Status

A special district wishing to contribute to the RDPO work plan at or above a level giving it the designation “Contributing Member” with the associated right to vote on all RDPO organizational activities, is asked to contribute according to the following tiered method:

Tier Level	Population Served	Contribution as a Percentage of the Core Group Regional Government Rate
1	> 150,000	100% (\$13,581)
2	120,000 – 150,000	80% (\$10,865)
3	90,000 – 119,999	60% (\$8,149)
4	60,000 – 89,999	40% (\$5,432)
5	<60,000	20% (\$2,716)

D. Method for Determining the Contributions of Private Sector, Non-governmental and Inter-Governmental Organizations and State and Federal Agencies Seeking Contributing Member Status

The contributions of private sector, non-governmental and inter-governmental organization members and of any state and federal agency members desiring to become Contributing Members shall be determined by the Policy Committee on a case-by-case basis.

E. Other Local Financial Contributions to the RDPO

Any member organization may contribute funds at levels below the thresholds described in Sections A, B, C, and D above to help support the RDPO's work plan or a specific project. Only those member organizations whose contributions meet the minimum requirements outlined in this LCSM shall earn both the right to vote on all RDPO organizational activities and the designation "Contributing Member."

To avoid partial funding of RDPO priority projects, the Steering Committee will be charged with developing and instituting a project funding allocation method.

Attachment A

FY20-21 Budget	
Personnel	
RDPO Manager	
Salary	\$ 126,464
Benefits	\$ 61,335
Total	\$ 187,799
External Materials and Services	
529030 Advertising	\$ 100
529010 Printing & Reproduction	\$ 200
531000 Office Supplies	\$ 650
541200 Subscriptions & Public	\$ 1,500
541300 Dues	\$ 300
542000 Local Travel	\$ 500
542400 Out of Town Travel	\$ 750
549000 Miscellaneous	\$ 250
539100 Food	\$ 150
541000 Education	\$ 1,000
Total	\$ 5,400
Internal Materials and Services	
651208 Mail Sorting & Delivery	\$ 442
651301 Rent	\$ 4,786
651504 Telecom Service	\$ 771
651508 Cell Phones	\$ 562
651502 Email	\$ 51
651521 Internet Access	\$ 45
651522 Desktop Support	\$ 1,029
651524 Data Networks	\$ 287
651601 Liability Insurance & Claims	\$ 1,552
651602 Workers Compensation	\$ 992
Total	\$ 10,515
Grand Total	\$ 203,714

Attachment B

Additional FY'21 Member Contributions to RDPO	
Jurisdiction	Contribution
Metro*	\$11,419
City of Beaverton	\$8,323
City of Fairview	\$3,575
City of Gresham	\$9,450
City of Hillsboro	\$8,780
City of Troutdale	\$3,575
City of Vancouver	\$15,912
Total:	\$61,034

*Metro's combined annual contribution to the RDPO Administrative Budget and other costs is \$25,000.