

## SWEDS Pilot Project Grant Application Orientation FAQ's

1. Project has to be housed in the geographic area, is that separate from the administrative office of the organization?

Answer: Serving populations, businesses or the community within that geography. The organization itself does not have to be located in the geography, only the work being done.

2. With the individuals who use the transportation corridor who do not necessarily live in the zip code count as individuals who are impacted by this project, or do they have to live in the census area. (Additional question: live, work, or travel through.)

Answer: Knowing the FTA parameters in terms of where the money can be spent, whatever that work is, as defined, the work has to happen within this boundary. If that is working with someone who is traveling through this Corridor when the work occurs, such as a transit rider along Barbur, that's fine; but the work cannot be outside the boundary.

3. In the Handbook on pg. 4, it appears as though applicants need a 501(c)(3) as a fiscal sponsor, but on the "one pager" it says "any 501(c) non-profit". Is there a requirement that the only people/organizations that can apply are c3's?

Answer: There is not any requirement as such, and the Handbook will be amended.

### Addition Information:

The primary applicant may be a community based organization, city or county, or other not-for-profit entity (Including all 501 (c) organizations: business associations, chambers of commerce, labor associations, alongside nonprofit corporations and organizations that promote social welfare). Applicants must have the capacity to contract with Metro (including insurance and bookkeeping requirements), cannot claim proprietary ownership of work products. Project sponsors must:

- Have a federal employer ID number (EIN),
- Obtain a Data Universal Number System (DUNS) number at the following website: <https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>, and
- Register with System Award Management (SAM) at the following website: <https://uscontractorregistration.com/sam-registration/>.

4. On the timeline, on April 23 a final project scope and budget is due; that would imply there will be some negotiation or back-and-forth with finalists and Metro?

Answer: Yes, there will be. These are proposals to be submitted, if the proposal is selected, we do not anticipate these proposals to contain a detailed budget, instead presenting an idea and concept for the selection committee's interest. The back-and-

forth that occurs after that is to hammer out what that actual scope is, and what are the more important details of what will be done. Prior to releasing funds, milestones and/or deliverables will need to be defined and connected to a more specific budget. It is an agreement to move forward with the proposal to final award on the condition that a scope and budget is developed in collaboration with and approved by Metro. Essentially, the March 9 deadline is a detailed Letter of Interest (LOI).

5. Often, Sections C, D, E and F are part of a project narrative, please clarify whether these are separate sections and the page limitations are for each of those sections, and are not inclusive of the project narrative.

Answer: The narrative is two pages (Not including the other sections). For example, "C. Anticipated project outcomes" is a half-page as specified on page 9 of the Handbook - not part of the two pages for the narrative.

Ideally, it should be organized according to these letter sections in terms of how it is delivered as an application. The page limitations apply to each particular lettered section. This means the full proposal is limited to six pages: A one page coversheet (A), four pages for the written sections (B-F), and one page for both the budget narrative and worksheet (G). Attachments (H) can extend the full page number. See pages 8-10 in the Handbook.

6. Do activities need to be started and completed within a 12 month period, or could the activities continue after that 12 month period?

Answer: Unfortunately, the projects cannot be continuing due to the limitations of the funding; the grant has to be closed by July of 2019 with FTA. There could be an opportunity to extend the grant, but that is something Metro would like to avoid. A compelling reason is needed for FTA to extend it. This is why the request is for projects to start and end in a twelve month period. That gives applicants an idea of what type of projects they should consider as they need to be implemented on a fast timeframe and have impact.

The FTA grant money has to be expended by the deadline, with a report back about product and money spent. If there is other matching money or a partnership available that can extend these activities past the deadline, that can happen as long as there is a distinct end-point milestone or deliverable for the activities proposed. Metro is exploring opportunities to engage philanthropic organizations for potential future resources that would be able to advance on initiatives explored as part of the SWEDS beyond the life of this grant. The key is that the FTA dollars have to be spent and reported back on by July 31, 2019.

7. Are the total number of pages five or six with subject narrative?

Answer: The full proposal is limited to six pages: A one page coversheet (A), four pages for the written sections (B-F), and one page for both the budget narrative and worksheet (G). Attachments (H) can extend the full page number. See pages 8-10 in the Handbook.

8. What would be the report deadline for all projects to Metro (prior to grant closure) or would it be after July 2019?

Answer: The grant closes July of 2019, but the final report deadline to FTA is not known and will probably be 30 days after that. A final report deadline will have to be developed, but most likely, projects' deadline could be early June 2019. Project tracking will likely involve quarterly reporting. Details will be worked out during the scope development phase once projects have been selected.

9. On page 9, regarding two letters of support from local stakeholders, are they required or optional? Also, on pg 10, "letters of stakeholder support is optional".

Answer: Letters of stakeholder support are optional. The Handbook has been corrected to reflect this change.

10. In terms of things that have to be completed in the timeframe, if engaged in financial incentive, lending potentially, would those loans have to be extended and wrapped up in a 12 month period or could they just be extended. If the recipient receives the benefit during the grant period, is it acceptable if repayment continues beyond the 12 month period? Timeframe issue, what is meant by "activity complete" if you have a long-term borrower?

Answer: Federal restrictions on the use of these funds indicate that direct grants or loans that primarily benefit specific individuals or businesses cannot draw from this funding resource, however, planning or setting up a new lending program in support of equitable development outcomes in the corridor is allowed as long as the direct lending is not provided using these funds. Dispersed funds are on reimbursement payment system by milestone/deliverable established as part of the scope development once projects have been selected. The proposed activity has to be done and an invoice sent to Metro before the closure of the grant in July 2019.

11. The question of 501(c)(3) and required documents, pg 10, Section H. Following Required Documents: goes back to 501(c)(3) or 501(c) is noted in three places.

Answer: The primary applicant may be a community based organization, city or county, or other not-for-profit entity (Including all 501 (c) organizations: business associations, chambers of commerce, labor associations, alongside nonprofit corporations and organizations that promote social welfare). Applicants must have the capacity to contract with Metro (including insurance and bookkeeping requirements), cannot claim proprietary ownership of work products. Project sponsors must:

- Have a federal employer ID number (EIN),
- Obtain a Data Universal Number System (DUNS) number at the following website: <https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>, and
- Register with System Award Management (SAM) at the following website: <https://uscontractorregistration.com/sam-registration/>.

12. Page 6 discusses an exemption for activities that attempt to directly influence legislature or public policy, or encourage violation of law, but what if “direct influence legislature or public policy” is something program participants choose to involve themselves in outside of the scope of the project, without spending federal dollars to lobby or to testify at Tigard City Hall, but to potentially educate people about the nuances of public policy, who of their own volition or outside the use of these funds, lobby Tigard City Hall for an equitable development policy. Would that be an acceptable use of funds?

Answer: According to the statement above, the funds would not be used to directly influence legislature or public policy and an activity to educate individuals about policy is not prohibited. As stated, these funds cannot be used in “Any attempt to: directly influence legislation or public policy; participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office; induce or encourage violations of law or public policy or improper private benefit to occur”

13. Other than Tigard and Portland, are there other cities involved?

Answer: Yes, Tualatin is involved in the overall project as a member of the oversight committee and they are included in the geographical area. Metro has reached out to other business organizations in Tualatin through city staff. Other jurisdictions engaged in the broader SW Corridor project include King City, Durham, and Sherwood. Washington County is also participating on the SWEDS oversight committee.

14. Can you provide more clarification of what the sample project that discusses “new funding tools and/or create new partnerships to support acquisition, construction, or preservation of affordable housing” is?

Answer: One example is development of a new organization or partnership that could use more flexible capital that public agencies do not have to essentially serve as a community broker with the ability to purchase land or property and transfers that property to a public agency for management. It would be like a “land bank” or “property banking”. Exploration into what it would take to develop an organization like that is something new that could be advanced, including an early discovery phase of such an initiative. There is a list of new funding tools and possible partnerships with the City of Portland’s Equitable Housing work currently underway that is a part of Metro’s overall equitable development strategy project that is attached alongside this document (180124-EHAG-handout.pdf) . The list talks about new tools that are available but have not been funded in the region that could have potential impact.

15. Several times in the Handbook, the phrase “stabilization, affected people, and displacement” are mentioned. Is this as a result of the light rail work going on or are there other things creating this?

Answer: Market forces are at play causing displacement, but additional public investment in improving communities can result in land value/property value increases that affect communities, in both positive and negative ways, and can cause displacement of residences and businesses. The emphasis of this project is to explore how to mitigate and address those impacts that are associated with the light rail investment and its associated transportation investments. However, this is more direct to the land value increase that results from that change in investment. Direct construction or relocation impacts to businesses and residents associated with the construction of the rail line are linked more directly with the SW Corridor Plan's Draft Environmental Impact Statement, while the SW Corridor Equitable Development Strategy is looking more closely at what needs to be done to prepare the community for the changes (both positive and negative) that occur once the investment has been built. Not only addressing the negative impacts, but also leveraging the investment as an opportunity to improve mobility amongst communities or support equitable development in other ways.

16. Will consideration be given to the affect of the construction itself, changing traffic patterns, access to businesses, housing, etc.?

Answer: This will be difficult, because there are decisions that have not been finalized with where the actual alignment is going to go, it is hard for us to say what will happen in some places. Metro is hopeful that there will be a locally preferred alternative which will narrow it down to one general route sometime this summer; however, that will not be soon enough for this process.

17. Apparently, there are two areas of focus: equity and housing as well as business and workforce. It is assumed Metro wants a mix of these from the pilot projects. Are both groups equally weighted?

Answer: Yes, all across the board equally weighted. Ideally, all the projects would not be in one category, beyond that, there is no weighting or funding distinction. This is new territory for the region and Metro, both planning and what is done, what are the steps to be taken ahead of time. Instead, Metro is looking for new opportunities, of what a compelling project or story is, how will it affect people positively, help mitigate the impacts, that can be through job training and the ability to access employment, and that can affect their housing options and their opportunities to advance into housing at affordable levels.

18. Will you be editing the Handbook?

Answer: Yes, we will be editing this and it will be resent when the proposal process officially opens.

19. You mentioned an oversight committee and advisory groups. Are they available to the public and is information on the website?

Answer: Information regarding the make-up of the committees is available on the SW Corridor website at: [www.swcorridorplan.org](http://www.swcorridorplan.org). The meetings are open to the public and a future meeting schedule will be made available.

20. For questions regarding eligibility of the project ideas, etc., can applicants contact Metro?

Answer: Metro staff will be available to assist all applicants with questions regarding the process and their potential application. As this has been labeled a “grant program” internal to Metro, the same staff are also available to discuss your proposal in detail, prior to submittal.

21. Regarding reimbursement to organizations need to front initial project costs?

Answer: Yes. Finalists will initially front the money and will be reimbursed by milestone or quarterly, by submitting an invoice.

22. There was mention of six to eight projects as a goal, but the maximum amount is \$100,000 which would reduce the number of final projects?

Answer: This was an estimate. There is no target number of projects and there could be less than six or more than eight.