



Regional Travel Options 2019-2022 Grants

Reporting and Invoicing Guide

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Excellence

We aspire to achieve exceptional results

Teamwork

We engage others in ways that foster respect and trust.

Respect

We encourage and appreciate diversity in people and ideas.

Innovation

We take pride in coming up with innovative solutions.

Sustainability

We are leaders in demonstrating resource use and protection.

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We inspire, engage, teach and invite people to preserve and enhance the quality of life and the environment for current and future generations.

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REGIONAL TRAVEL OPTIONS GRANTEE INSTRUCTIONS

The purpose of this guide is to assist 2019-2022 grantees with grant requirements. It is updated as needed.

MINIMUM GRANT REQUIREMENTS

An estimated total of \$6.6 million in Federal Transit Administration (FTA) funding is available from the Regional Travel Options (RTO) program to support projects carried out by regional partners from July 2019 through June 2022. Because funding comes from federal sources, there are specific requirements that applicants must meet to be reimbursed for awarded funds. Additional requirements for grant categories are described in the [RTO Grant Application Handbook](#).

During the grant cycle, grantees must:

- Deliver projects or programs within the agreed-upon Scope, Budget, and timeline
- Provide a minimum match of 10.27% of the total project amount (No match is required for Marketing or Sponsorships)
 - Cash match (non-federal/non-Metro) or in-kind local match (donated product or volunteer time) is required. Funds from other Metro grants or federal sources cannot be applied towards the minimum match requirement. RTO covers the match for Sponsorships and Marketing grants only.
- Submit progress reports each quarter using consistent reporting methods and a separate final report that summarizes the grant activity, results, and lessons learned

Exclusions

As a friendly reminder, RTO grant funds may not be used for any of the items below. This list is NOT comprehensive.

- Projects or programs held outside the Metro boundary
- Materials or costs not tied to the proposed project or program
- Costs incurred in preparing this or other grant applications
- General organizational support, annual appeals, or fundraisers
- Direct grants or loans that primarily benefit specific individuals or businesses
- Food, alcohol, or coffee meetings (*snacks may be allowable, contact your grant manager before making a purchase, but RTO recommends using non-RTO funds to purchase food, if available*)
- Entertainment costs
- Fines, such as a parking ticket

- The purchase of bicycles, scooters, etc. for either use in a shared system, or as prizes/awards *(the single exception to this is the purchase of bicycles for use as training tools for SRTS programs, contact your grant manager before a purchase is made)*

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

Activities or events held on property whose owner discriminates against individuals or groups because of race, color creed, national origin, sex, age or disability, in violation of Title VI of the Civil Rights Act, as amended; 42 U.S.C. Section 2000d; Section 303 of the Age Discrimination Act of 1975, as amended; 42 U.S.C. Section 6102; Section 202 of the Americans With Disabilities Act of 1990; 42 U.S.C. Section 12132

SUCCESSFUL GRANT APPLICATIONS

Your grant application has been selected for award – congratulations!

Grantees update and maintain the original grant application in ZoomGrants throughout the grant cycle. RTO recommends reviewing the [Applicant FAQ page](#), and the [How-To Guide for Applicants](#) slides to get an overview of ZoomGrants. Grantees should be thoughtful about the set-up of their [application owners, additional contacts, and collaborators](#). Grantees are required to be diligent about maintaining the ZoomGrants grant application and account throughout the grant cycle and submitting quarterly reports and invoices on time. Many grant funding agencies use ZoomGrants, and applicants can use their accounts to apply for grants from any agency. Therefore, Metro staff cannot reset passwords or update accounts on behalf of an organization or individual.

Follow the process below to submit a final budget and Scope of work if requested to do so by your grant manager.

How to Find Your Application

Are you the applicant or a collaborator?

There are two sets of instructions to find your application – one for applicants and one for collaborators. Please refer to the appropriate set, depending on your role.

The screenshot shows the 'My Account Home' page for 'My Little Nonprofit Agency'. It features a navigation bar with 'My Applications' and 'Account Profile' tabs. The main content area is divided into several sections:

- Incomplete Applications (4)**: (full application not yet submitted)
 - The Generous Foundation, Community Development Department, 2017 CDBG Public Service Grants (deadline 12/31/2020), \$25,000.00 Small Application
 - The Generous Foundation, Community Development Department, Generous Foundation Funding Program 2019 (deadline 12/31/2019), \$0.00 Application ID 82973
- Approved Applications (7)**:
 - The Generous Foundation, Community Development Department, 2017 CDBG Public Service Grants (deadline 12/31/2020), \$100,000.00 Big Application
 - The Generous Foundation, Grants Department, Grants For People Seeking Grants (deadline 11/10/2015), \$500.00 Grant Application
- Submitted Applications (18)**: (full application submitted, decision pending)
- Archived Applications (20)**: (application abandoned)
- Declined Applications (0)**

Applicants: The first step is to find your application. Log into your account on the ZoomGrants homepage at zoomgrants.com/login. When you log in, and you are an application owner, you

always start at your My Account Home page. This page features multiple sections – Incomplete, Submitted, Approved, Declined, and Archived. In the Approved section, click the application title link to open the application.

Collaborators: If you do not own any of your applications and you do not land on the My Account Home page when you log in, you are a collaborator and, therefore, are only be able to access applications if the application owner expressly gives you access to the application.

Log into your account, then click the "View Application" button to open the application, as usual. To submit a report or Invoice as a collaborator, if you can see a report or invoice tab, click into it.

If you are still not finding the application, you should consider if the application may be in someone else's account. Each user's account is accessible via one set of login credentials, so it could be that the application you are looking for is in one of your colleague's accounts. Talk with your colleagues to find out who originally applied. They can add you as a collaborator, or you can request that the application ownership is transferred to you.

Collaborators are invited by the application owner to work on other's applications. Any email address can be used to invite someone to be a collaborator on an application, including those email addresses used applicants, admins, and reviewers who already have their own ZoomGrants accounts.

Collaborators

Collaborators can only edit application data (answers). They cannot submit, archive, or delete this application.

| Email Address | First Name | Last Name | Title | Editing Access | Status |
|---|---|--|------------------------------------|-------------------------------------|---------------------------------------|
| Application | | | | | |
| <input type="text" value="Email Address"/> | <input type="text" value="First Name"/> | <input type="text" value="Last Name"/> | <input type="text" value="Title"/> | <input type="checkbox"/> | <input type="button" value="Invite"/> |
| <input type="checkbox"/> Add to Additional Contacts (below) | | | | | |
| collaborator@zoomgrants.com | Chadwick | Von Collaborator | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Additional Contacts for this Application
Additional Contacts will be copied on all emails sent to the application owner regarding this application. Enter ONLY email addresses separated by a comma. No names. No titles. No phone numbers.

If the person invited does not already have an account, ZoomGrants creates a collaborator account for them automatically. Existing applicants have access to their applications and their collaborator applications just by logging in as usual. Applicants are in complete control over who has access to their applications. They can invite collaborators and revoke or update their access permissions in any of their applications. You can read more about collaborators here.

★ **Please keep the list of collaborators and additional contacts updated so that RTO may maintain communication with your team, especially in the event of staff transitions.**

If you do not see the application in the Approved section, click the Contact Admin tab to request that they mark the application as notified.

If you are not able to make edits to the application, click the Contact Admin tab to request that they open the application for editing.

How to Adjust Your Scope and Budget

RTO staff will send comments or meet with program staff to discuss necessary changes to the Scope and Budget. Follow the directions below when you are ready to make final edits to your Scope and Budget.

Scope Edits

Edit the table in the Scope of Work tab. A sample scope of work is available in the Additional Documents tab in ZoomGrants.

- Group tasks by topic area, and create subtasks (1a, 1b, 1c, etc.) if needed to create a task timeline
 - No more than ten tasks, please
 - One task should be or include measurement and evaluation
 - The Task Description box should also include the title of the task, such as "Task 6: Reporting & Evaluation"
 - For each task, include a title, detail of the work to be conducted, and any outcomes or results of the tasks. Deliverables should be listed and **should be tangible items that can be completed and submitted as evidence of activity**
- Attach an updated copy of your Scope in the Additional Documents tab. Please **do not delete the original scope document** from ZoomGrants

Budget Edits

Edit the table in the Budget tab. RTO encourages getting help with the Budget and calculating match by contacting your finance or accounting department staff.

- Change the Item Descriptions as needed. "Materials & Supplies: Expense 1" can be changed to something such as "Materials & Supplies: Printed Brochures"

| Item Description | EXPENSES | CASH MATCH | IN-KIND MATCH | STATE TIME MATCH FROM NON-GRANT SOURCE |
|-----------------------------------|--------------------|-------------------|------------------|--|
| Personnel | USD\$ 100 | USD\$ 10 | USD\$ 5 | USD\$ 5 |
| Fringe Benefits | USD\$ | USD\$ | USD\$ | USD\$ |
| Travel | USD\$ | USD\$ | USD\$ | USD\$ |
| Materials & Supplies: Expense 1 | USD\$ | USD\$ | USD\$ | USD\$ |
| Materials & Supplies: Expense 2 | USD\$ | USD\$ | USD\$ | USD\$ |
| Materials & Supplies: Expense 3 | USD\$ | USD\$ | USD\$ | USD\$ |
| Materials & Supplies: Expense 4 | USD\$ | USD\$ | USD\$ | USD\$ |
| Contracted Services: Contractor 1 | USD\$ | USD\$ | USD\$ | USD\$ |
| Contracted Services: Contractor 2 | USD\$ | USD\$ | USD\$ | USD\$ |
| Contracted Services: Contractor 3 | USD\$ | USD\$ | USD\$ | USD\$ |
| Contracted Services: Contractor 4 | USD\$ | USD\$ | USD\$ | USD\$ |
| Equipment | USD\$ | USD\$ | USD\$ | USD\$ |
| Subcontracts: Subcontractor 1 | USD\$ | USD\$ | USD\$ | USD\$ |
| Subcontracts: Subcontractor 2 | USD\$ | USD\$ | USD\$ | USD\$ |
| Subcontracts: Subcontractor 3 | USD\$ | USD\$ | USD\$ | USD\$ |
| Subcontracts: Subcontractor 4 | USD\$ | USD\$ | USD\$ | USD\$ |
| Other | USD\$ | USD\$ | USD\$ | USD\$ |
| Other | USD\$ | USD\$ | USD\$ | USD\$ |
| Other | USD\$ | USD\$ | USD\$ | USD\$ |
| Other | USD\$ | USD\$ | USD\$ | USD\$ |
| | Total USD\$ 100.00 | Total USD\$ 10.00 | Total USD\$ 5.00 | Total USD\$ 5.00 |

- The Expenses total (circled in **yellow**) should now add to equal your award amount **minus the required match**
- The three Match totals (circled in **orange**) should **add to equal the total match** that will be applied to the project or program and must be a minimum 10.27% of the total project or program costs (not 10.27% of the award amount)
- The Expenses total plus the Match totals (all four columns) should add to equal the total project or program costs and should match the amount assigned in ZoomGrants
- Double-check the expenses and match calculations of the budget table using the Federal Match Calculator below or also found above the application tabs in the Library section of ZoomGrants
- Attach an updated copy of your Budget using the template in the Additional Documents tab. Please **do not delete the original budget document** from ZoomGrants

Federal Funds Match Calculator (by project amt.)

| | Unrounded | |
|--------------------------|--------------|--------------|
| Enter total project amt. | \$ 10,000.00 | \$ 10,000.00 |
| Match ratio | 89.73% | 89.73% |
| Federal portion | \$ 8,973.00 | \$ 8,973.00 |
| Local portion | \$ 1,027.00 | \$ 1,027.00 |

Federal Funds Match Calculator (by federal amt.)

| | Unrounded | |
|--------------------|--------------|--------------|
| Enter Federal amt. | \$ 10,000.00 | \$ 10,000.00 |
| Match ratio | 89.73% | 89.73% |
| Local portion | \$ 1,144.00 | \$ 1,144.54 |
| Total Project amt. | \$ 11,144.00 | \$ 11,144.54 |

Enter amount in green box

Check to make sure the following are uploaded to your application:

- Organization's written Procurement Policy (Required for Core Partners, Emerging Partners, Infrastructure/Innovation grants, and Safe Routes to School grants)
- Indirect Cost Rate Agreement (if applicable)
- Most recent Audited Financial Statements (if applicable)
- Most recent Single (A-133) Audit (if applicable)

GRANT AGREEMENTS

Grantees enter into a Grant Agreement with Metro that specifies legal and contractual obligations. Once all parties sign the Grant Agreement, funds become available for reimbursement.

Marketing grantees enter into a partnership agreement with different obligations than grantees who are reimbursed by RTO.

Once a draft Grant Agreement is sent to you from Metro staff, please review promptly and return a signed copy via email. Metro staff upload a copy of the executed Grant Agreement into the Additional Documents tab of your ZoomGrants application.

Any changes to the Scope of work or Budget may alter the Grant Agreement and require a formal grant amendment. Grantees should let their grant manager know as soon as possible if they anticipate any changes to the project scope, Budget, or timeline.

Metro RTO Grant managers must approve any amendments to the grant scope or Budget. If you need to initiate a scope or budget adjustment, please contact your grant manager as soon as possible. Scope and Budget then need to be adjusted in ZoomGrants and sent around to the appropriate parties for signature. Amendments are uploaded into the ZoomGrants additional Documents tab after execution.

★ Grants selected in the 2019-2022 cycle cannot be amended to extend beyond 6/30/2022.

How to Request a Post-Agreement Budget Adjustment (Optional)

To make additional adjustments to the Budget or Scope after the Grant Agreement is executed, contact your grant manager as soon as possible. If approved, follow the procedure under "Scope Edits" in this document to make edits to your Scope of work. To update the Budget, follow the procedures below. Do not complete the following until given approval by your grant manager.

- Click into the Invoice tab. Scroll to the bottom and click the "Add a New Budget Adjustment Request" Button. Enter your requested **changes** for each line item. The system calculates the desired new balance automatically.
- To **reduce** the current budget number, enter a negative number - the amount by which you would like that line item to decrease
- To **increase** the current budget number, enter a positive number - the amount by which you would like that line item to increase
- Click the Submit button near the top of the adjustment request. Successful submissions replace the 'Submit' button with the timestamp (in Pacific time) of when it was submitted.

The Scope can be updated at the same time in the Scope of Work tab, if necessary. If you cannot make edits to the Scope of Work, click the Contact Admin button to request the application be reopened for editing.

REPORTS AND INVOICES

Reporting and Invoicing via ZoomGrants is required for RTO grantees. Grantees fill out the online Report and Invoice in ZoomGrants and attach relevant activity documents supporting the

submission every quarter of their Grant Agreement. ZoomGrants sends auto-reminders to all grantees 14 days before reports and invoices are due. RTO staff also recommends putting recurring reminders in your calendar. Generally, the report and invoice schedule is every **October 15, January 15, April 15, and July 15**, while the grant is active. See the Important Dates calendar for more information. If your grant may require a deadline adjustment, contact your grant manager as soon as possible.

- ★ Invoices for Marketing grants are not required. RTO Finance staff update the application to reflect payments made to the consultant for the project. Marketing grantees are still required to submit quarterly reports, and the Grantee should coordinate with the consultant to submit accurate updates on the project.
- ★ **Sponsorships** are only required to submit one invoice and one report after the sponsorship activity is complete and within the fiscal year of the award. If the Report and Invoice are not submitted, the organization may not be eligible for future sponsorships.

How to Submit Reports and Invoices

- ★ If you do not see the Invoice and Report tabs in the application, click the Contact Admin tab in the application to contact them to request that they mark the application as notified. If you are **not able to edit any of the fields in the report or to create or open an invoice, the application owner has not yet given you access to those sections.** Contact the [application owner and request that they update your access permissions](#) to include the reports and invoices. RTO staff and ZoomGrants support staff cannot update your access.

Notes on Measurement

Applicants should have a plan for measurement at the outset of the program and collect relevant data and evidence of activity throughout the grant cycle, while also taking into consideration staff capacity and skills. Organizations should select measurement indicators from the Multiple Account Evaluation (MAE) Framework (Attachment D) that are the best fit for the program and **not attempt to include all measures, or measures that the organization's staff cannot realistically complete** or that are not relevant to the project or programs goals. The MAE is a menu of options rather than a strict list of required reporting.

- ★ **Grantees are welcome to select qualitative or quantitative measures from the MAE that are the best fit for their project or program.** If grantees need assistance in choosing what to measure for reporting or any other assistance on reporting, contact Kale Mattias to schedule a help session.

All data collected is used not only for federal compliance, but also to promote RTO partners, produce reports that highlight grantee programs, and reinforce the effectiveness of providing travel options programs in the region. Descriptions of previously funded programs and their results can be found in the [RTO 2013-2016 Evaluation reports](#) and [on the RTO Grants page](#).

How to Submit Reports

The RTO report is built to accommodate all RTO grants. Some grant categories may not answer all questions. Grantees fill out the online Report in ZoomGrants and attach relevant activity documents supporting the report every quarter of their grant agreement (or if a Sponsorship, 30 days after the completion of the project). **Do not leave any fields blank or enter TBD, question marks, etc.** Reports with this data are returned for completion, and invoices are held until a complete report is submitted. Even if grantees have no RTO grant activity that occurred in a quarter, they are still required to submit a report explaining such details.

Report content should relate to the Scope of work, explain all activity that occurred during the reporting period, and reflect the Invoice submitted for reimbursement.

- Click into the Report tab, and then the individual report tabs. Select your grant category for Question 1 to filter the required questions for your category. Some filtered questions may not apply to your specific project or program. Read the questions carefully. **Report on activity that occurred during the reporting period only, and only for work funded by the grant you are reporting.** Enter N/A if the question does not apply to the project or program. If you are unsure of how to complete a report or what to include, click the Ask a Report Question button above the instruction box to request additional help from RTO staff.
 - For task questions, complete the explanation of the activity related to the Scope of work and report any relevant **qualitative data**. Task questions should provide enough detail to explain the who, what, where, when, and why of the activity. If there is no associated Task number for the Scope, type "N/A"
 - **Quantitative data** questions should be calculated consistently every quarter. Explain the source of these numbers following each data question. **If the data does not apply to the project, type "N/A." Type "0" if there is no data this quarter**
 - Upload any supporting documents to the appropriate sections at the bottom of the page. For example, upload supporting documents related to Task 2 to the "Task 2 Supporting Documents" section at the bottom of the report
 - ★ **Safe Routes to School** grantees will also complete and upload the **SRTS Participant Tracking Sheet** each quarter. Each Grantee has been provided with a template Tracking Sheet, customized for your program, which can be found in the "Additional Documents" tab under the Administrative Documents header. For questions on how to complete this sheet, contact Noel Mickelberry
- Click the Submit button near the top of the report. Successful submissions replace the 'Submit' button with the timestamp (in Pacific time) of when it was submitted
- The system checks to make sure that all of the displayed questions are answered, and any required documents are uploaded. Anything missing is listed in red. Complete the missing fields, then refresh the page using the Refresh Page button near the upper right corner of the application, and try the submit again

Video Tutorials: [How to Submit Reports](#)

How to Submit Invoices

Grantees fill out the online Invoice in ZoomGrants and attach relevant financial documents supporting the Invoice. Even if grantees have no eligible expenses for reimbursement in a quarter, they are **still required to submit an invoice in ZoomGrants for \$0.00**. For assistance with invoices, contact Mary Anderson at Mary.Anderson@oregonmetro.gov.

Due to federal funding requirements, there is no advance payment of grant funds, including Sponsorships. Grantees are reimbursed for grant eligible expenses 30 days after submitting a complete and allowable invoice with an approved report. All costs requested for reimbursement must be allocable, allowable, reasonable, and in line with the Scope of work to be reimbursed. Invoice supporting documentation must provide sufficient detail for an external auditor, who has no prior knowledge of your program and organization, to determine that the costs are allocable, allowable, and reasonable. Funds for payment may be held for missing or incomplete reporting or reduced for disallowable expenses.

- Click the "Create an Invoice" button to create a new invoice OR click the invoice title link to open up an existing invoice
- Fill in the fields of the Invoice
 - The "Requested Amount" box should be the amount you are seeking to have reimbursed and not include match. Match should still be accounted for in the invoice cover sheet and is applied and tracked by RTO Finance staff in the ZoomGrants Invoice section under "Payments"
 - You may skip the "Payment Instructions" box unless directed otherwise
 - **If not requesting any reimbursement for this period, you still must complete an invoice. Enter \$0.00 for the Requested Amount, answer the invoice questions, enter \$0.00 in the Invoice template sheet, upload, and submit.**
- Upload requested documents
 - Complete and upload the required Invoice Cover Sheet using the template provided (see Attachment B example)
 - Complete and upload the Incentives Tracking Sheet using the template provided if incentives were purchased during the period for the project (see Attachment C example)
 - Upload supporting documentation, which should include:
 - Accounting software reports detailing all project expenditures
 - Timesheets
 - Itemized receipts for all material and services purchases
 - Selection process and contract for purchases over \$10,000
- Click the Submit button near the top of the Invoice. Successful submissions replace the 'Submit' button with the timestamp (in Pacific time) of when it was submitted.

- ★ Trouble spots with invoices can often relate to **the exclusions listed on page 2 or expenses that are unrelated to the Scope of work**. The following is NOT a comprehensive list but can also help avoid pitfalls to keep invoice payments on time. Other common issues include:
 - Insufficient documentation, such as missing receipts
 - Financial documentation uploaded into the report rather than the Invoice
 - Documentation of task work, expenses or reporting falls outside of the period of the Invoice
 - Procurement did not follow policies
 - Expenses not tied to a task
 - Expenses (including labor) that appear to be charged to more than one task
 - Expenses that are not exclusively to do the work of the grant, such as indirect costs

Indirect Costs

Federal Supercircular 2 CFR 200 contains guidance that allows recipients of federal funds through a prime recipient such as Metro, to recuperate indirect costs. As a result, contingent upon approval by Metro, subrecipients may:

- elect not to recuperate indirect costs,
- elect to use a flat 10% de minimis rate as noted within 2 CFR 200.414, or
- request to negotiate an indirect cost rate with Metro

If the organization chooses to negotiate an indirect cost rate, see the Indirect Cost Negotiation Reference Guide in the ZoomGrants Library and contact your grant manager and Mary Anderson.

Video Tutorials: [How to Submit Invoices](#)

Final Report and Invoice

Grantees are also required to submit a final report summarizing the entire grant activity upon grant expiry. Final invoices or funds may be held for payment until a final report is submitted. Follow the instructions for regular quarterly reporting and invoicing, but upload the final report to the "Final Report and Supporting Documents" section of your last quarterly report. Final reports do not have a template or strict format guidelines. Grantees may be as creative as they like. The final report should summarize all grant activity, report results of the project or program, and discuss any lessons learned. Final reports can use photos, videos, charts, graphs, and anything else that helps demonstrate the results of the grant activity. Refer to the Important Dates table for deadlines on reports and invoicing.

IMPORTANT DATES

Reporting, invoicing, and check-in deadlines are listed in the table below unless the grant agreement extends beyond the standard deadline. To request a deadline adjustment, contact Kale Mattias.

| Date | Core Partner | Emerging Partner | Marketing | Sponsorships | Infrastructure/Innovation | SRTS |
|------------------|---|---|---|---|--|---|
| July 1, 2019 | Grants begin | Grants begin | Projects begin for FY19/20 | Sponsorships begin for FY19/20 | Grants begin for FY19/20 | Grants begin |
| October 15, 2019 | Q1 Report and Invoice Due for activity 7/1/19-9/30/19 | Q1 Report and Invoice Due for activity 7/1/19-9/30/19 | FY19/20 Q1 Report Due for activity 7/1/19-9/30/19 | FY19/20 REPORTS AND INVOICES DUE 30 days after project end | FY19/20 Q1 Report and Invoice Due for activity 7/1/19-9/30/19 | Q1 Report and Invoice Due for activity 7/1/19-9/30/19 |
| January 15, 2020 | Q2 Report and Invoice Due for activity 10/1/19-12/31/19 | Q2 Report and Invoice Due for activity 10/1/19-12/31/19 | FY19/20 Q2 Report Due for activity 10/1/19-12/31/19 | | FY19/20 Q2 Report and Invoice Due for activity 10/1/19-12/31/19 | Q2 Report and Invoice Due for activity 10/1/19-12/31/19 |
| April 15, 2020 | Q3 Report and Invoice Due for activity 1/1/20-3/31/20 | Q3 Report and Invoice Due for activity 1/1/20-3/31/20 | FY19/20 Q3 Report Due for activity 1/1/20-3/31/20 | | FY19/20 Q3 Report and Invoice Due for activity 1/1/20-3/31/20 | Q3 Report and Invoice Due for activity 1/1/20-3/31/20 |
| July 1, 2020 | Schedule check-ins | Schedule check-ins | Projects begin for FY20/21 | | | Schedule check-ins |
| July 15, 2020 | Q4 Report and Invoice Due for activity 4/1/20-6/30/20 | Q4 Report and Invoice Due for activity 4/1/20-6/30/20 | FY19/20 FINAL REPORTS DUE and presentations | FY20/21 REPORTS AND INVOICES DUE 30 days after project end | FY19/20 FINAL REPORTS AND LAST INVOICES DUE (unless agreement extends, check-ins) | Q4 Report and Invoice Due for activity 4/1/20-6/30/20 |
| October 15, 2020 | Q5 Report and Invoice Due for activity 7/1/20-9/30/20 | Q5 Report and Invoice Due for activity 7/1/20-9/30/20 | FY20/21 Q1 Report Due for activity 7/1/20-9/30/20 | | FY20/21 Q1 Report and Invoice Due for activity 7/1/20-9/30/20 | Q5 Report and Invoice Due for activity 7/1/20-9/30/20 |
| January 15, 2021 | Q6 Report and Invoice Due for activity 10/1/20-12/31/20 | Q6 Report and Invoice Due for activity 10/1/20-12/31/20 | FY20/21 Q2 Report Due for activity 10/1/20-12/31/20 | | FY20/21 Q2 Report and Invoice Due for activity 10/1/20-12/31/20 | Q6 Report and Invoice Due for activity 10/1/20-12/31/20 |

| | | | | | | |
|------------------|--|--|---|---|--|--|
| April 15, 2021 | Q7 Report and Invoice Due for activity 1/1/21-3/31/21 | Q7 Report and Invoice Due for activity 1/1/21-3/31/21 | FY20/21 Q3 Report Due for activity 1/1/21-3/31/21 | | FY20/21 Q3 Report and Invoice Due for activity 1/1/21-3/31/21 | Q7 Report and Invoice Due for activity 1/1/21-3/31/21 |
| July 1, 2021 | Scheduled check-ins | Scheduled check-ins | Projects begin for FY21/22 | | | Scheduled check-ins |
| July 15, 2021 | Q8 Report and Invoice Due for activity 4/1/21-6/30/21 | Q8 Report and Invoice Due for activity 4/1/21-6/30/21 | FY20/21 FINAL REPORTS DUE and presentations | FY21/22 REPORTS AND INVOICES DUE 30 days after project end | FY20/21 FINAL REPORTS AND LAST INVOICES DUE (unless agreement extends, check-ins) | Q8 Report and Invoice Due for activity 4/1/21-6/30/21 |
| October 15, 2021 | Q9 Report and Invoice Due for activity 7/1/21-9/30/21 | Q9 Report and Invoice Due for activity 7/1/21-9/30/21 | FY21/22 Q1 Report Due for activity 7/1/21-9/30/21 | | FY21/22 Q1 Report and Invoice Due for activity 7/1/21-9/30/21 | Q9 Report and Invoice Due for activity 7/1/21-9/30/21 |
| January 15, 2022 | Q10 Report and Invoice Due for activity 10/1/21-12/31/21 | Q10 Report and Invoice Due for activity 10/1/21-12/31/21 | FY21/22 Q2 Report Due for activity 10/1/21-12/31/21 | | FY21/22 Q2 Report and Invoice Due for activity 10/1/21-12/31/21 | Q10 Report and Invoice Due for activity 10/1/21-12/31/21 |
| April 15, 2022 | Q11 Report and Invoice Due for activity 1/1/22-3/31/22 | Q11 Report and Invoice Due for activity 1/1/22-3/31/22 | FY21/22 Q3 Report Due for activity 1/1/22-3/31/22 | | FY21/22 Q3 Report and Invoice Due for activity 1/1/22-3/31/22 | Q11 Report and Invoice Due for activity 1/1/22-3/31/22 |
| June 30, 2022 | All activity is complete | | | | | |
| July 31, 2022 | FINAL REPORTS AND LAST INVOICES DUE | FINAL REPORTS AND LAST INVOICES DUE | FY21/22 REPORTS AND INVOICES DUE and presentations | | FINAL REPORTS AND LAST INVOICES DUE | FINAL REPORTS AND LAST INVOICES DUE |

PARTNERSHIP REQUIREMENTS

All grantees, including all project or program team members, engage in a partnership with Metro, RTO staff, and other RTO program partners. Partnership multiplies the benefits of an RTO grant by applying current strategies and brands while incorporating lessons learned. The purpose of partnership requirements is to set up partners for success in their grant projects. These requirements help partners produce reliable evidence of the efficient and effective use of their regional funds. RTO is available to support partners by providing tools and guidance to achieve a successful grant project starting at project planning and even after the grant cycle is complete. Grantees must consider the Partnership Requirements during the planning, measurement, and reporting of their grants and include steps during these processes to complete the requirements where appropriate. Partners are responsible for communicating these requirements to all relevant staff in their organization. Partnership requirements apply to anything included in the grant agreement or made possible by the grant agreement. Exceptions to the requirements can be requested by emailing RTO staff and, if agreeable, may be granted with confirmation provided in writing by RTO staff.

In addition to the partnership requirements outlined in the grant application, some grantees are required to have **yearly or mid-grant check-in meetings** to ensure the grant is on track for completion, discuss any successes or lessons learned, and ask questions and get support from RTO staff.

- ★ **Marketing grantees are required to have quarterly check-ins with consultants and give a presentation of final results and lessons learned at an RTO Workgroup meeting.**

NOTES ON PROCUREMENT

Procurements done outside of federal procurement regulations are not reimbursable. If you are unsure if the purchase you need to make is reimbursable, please reach out to your grant manager BEFORE you make a purchase.

The FTA micro-purchase threshold has increased from \$3,500 to \$10,000. "Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (§200.67 Micro-purchase). To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable." Micro-purchases do not typically require the addition of the FTA's terms and conditions. See the [FTA FAQ's on micro-purchases](#) for more information.

- ★ **Important Note on Split Purchases:** Purchases or acquisitions with federal funds may not be split merely to avoid the federal procurement requirements.

For purchases over \$10,000, grantees are required to follow [federal procurement standards](#) for third-party contracting, as explained in [FTA's Third Party Contracting Guidance 4220.1F Methods of Procurement](#). If the Grantee is spending over \$10,000 with a single vendor (even if it's over multiple purchases), the Grantee must attempt to get a minimum of three quotes and have a rationale for why the vendor was selected (best price, best value for the cost, ability to meet timeline, etc.). This is to ensure that potential vendors are aware of the opportunity to do business with the federal government. In general, grantees cannot pre-select vendors or consultants. Applicants should consider these procurement requirements while planning and budgeting for the project or program.

A written procurement policy is required for Core Partners, Emerging Partners, Infrastructure & Innovation grantees, and SRTS grantees. A written procurement policy must be submitted before grant activity can begin. Grantees are responsible for following their organization's procurement policy and FTA procurement policy. Where there are differences in a standard, grantees should follow whichever standards are more strict. For example, if your organization's procurement policy says you have to get quotes if you're spending over \$5,000, grantees should follow those guidelines.

The following is an outline of steps for RTO grantees who are considering doing a procurement. Note that these are not Procurement steps and have no bearing on Procurement policies or procedures of any organization. RTO recommends bookmarking and searching the FTA Best Practices Procurement Manual and the FTA Third Party Procurement FAQs, available from transit.dot.gov/funding/procurement/procurement.

If at any time, the Grantee is unsure of the procurement requirements, RTO encourages grantees to reach out to their organization's finance staff and contact Mary Anderson and your grant manager for Metro assistance.

- Step 1: The Scope of Work includes a description of services or items that will be purchased. The Budget calls out funds for purchases.
 - a) The Grantee determines if the planned Scope of work results in a subcontractor or subrecipient relationship. To make this determination, refer to the [Uniform Guidance Section 200.330 Subrecipient and contractor determinations](#). Should this determination result in a subrecipient relationship, the Grantee is required to comply with the requirements of [2 CFR 200.331 Requirements for pass-through entities](#). If the Grantee determines that the relationship meets the definition as a subrecipient, contact Metro as soon as possible to determine the most efficient format of agreement to pursue.
- Step 2: Grantee prepares for RTO determination, in collaboration with the organization's finance staff.
 - a) How is purchase eligible for the Task?
 - b) What basis did the Grantee use to estimate cost?

- c) What is the procurement type (e.g., RFB, RFP, sole source)(see [FTA's Third Party Contracting Guidance 4220.1F Chapter V](#))?
- ❑ Step 3: Once complete information is provided, RTO staff will determine if the Grantee may continue with the procurement or stop for any reason.
 - ❑ Step 4: Grantee will conduct procurement in collaboration with the organization's finance staff, following federal procurement policy or the organization's procurement policy, whichever is more strict.
 - ❑ Step 5: Grantee will include all relevant federal clauses in the contract. Refer to [Appendix D Part A. Third Party Contract Provisions](#). Contact Mary Anderson for additional assistance.
 - ❑ Step 6: Metro reviews invoices that include a request for reimbursement of purchased services or items and decides on whether to reimburse or not. Some examples of past disallowances include lack of documentation, the contract did not attach federal clauses, the contract is expired, or contract amount is exceeded, the purchase was not eligible to grant or applicable to the Task.
 - ❑ Step 7: Metro approves expenses on the contract as part of the Grantee's Invoice for reimbursement, Metro may ask for additional supporting documentation (for example, itemized expenses), may approve partial reimbursement, or may decline contract-related expenses for reimbursement.
 - ❑ *Step 8: If an audit results in a finding that starts an investigation, Metro and the Grantee will work together to resolve the issue.*

ZOOMGRANTS FAQ

For technical questions regarding the ZoomGrants system, try [troubleshooting through ZoomGrants University](#), [submit a ticket](#), or contact the ZoomGrants Help Desk at Questions@ZoomGrants.com or toll-free 1-866-323-5404 (M – F 8 a.m. – 5 p.m. Mountain Time). For questions about grant requirements, contact RTO staff or click Contact Admin in the Help section of ZoomGrants.

<http://help.zoomgrants.com/index.php/article-categories/appfaqs/>

The 'Saving' screen is still flashing... now what?

<http://help.zoomgrants.com/index.php/zgu/the-saving-screen-is-still-flashing-now-what/>

How do I change or reset the email address or password on an applicant account?

<http://help.zoomgrants.com/index.php/zgu/how-do-i-change-or-reset-the-email-address-or-password-on-an-applicant-account/>

How can I invite another user to work on my application or add someone else to our account?

<http://help.zoomgrants.com/index.php/zgu/invite-collaborators/>

The person who controlled our account is leaving or has left our organization. What now?

<http://help.zoomgrants.com/index.php/zgu/the-person-who-controlled-our-account-is-leaving-or-has-left-our-organization-what-now/>

Setting Up Your Applicant Account and Creating Applications

<http://help.zoomgrants.com/index.php/zgu/setting-up-your-account-and-creating-applications/>

Formatting Responses

<http://help.zoomgrants.com/index.php/zgu/formatting-question-responses/>

Tech Tips

<http://help.zoomgrants.com/index.php/zgu/applicant-tech-tips/>

CONTACT INFORMATION

For more information about RTO grants, please visit [the RTO website](#) or contact RTO at rto@oregonmetro.gov or 503-797-1757.

RTO Staff

Daniel Kaempff, RTO Program Manager – Daniel.Kaempff@oregonmetro.gov

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Noel Mickelberry, SRTS Grant Manager – Noel.Mickelberry@oregonmetro.gov

ATTACHMENT B: INVOICE TEMPLATE

The Excel invoice template is available in ZoomGrants. Click the Invoice tab and click create a new invoice. The template can be found in the Invoice under Documents Requested.

| | | | | | | | |
|--|---|--------|------|--|--|--|--|
| NAME | | | | | | | |
| Date: | | | | | | | |
| Grant #: 93XXXXX | | | | | | | |
| Invoice #: | | | | | | | |
| Project Name: | Cost Summary - Detailed documentation required for all costs | | | | | | |
| Service Performed from: | | | | | | | |
| | Total Cash Costs | | | | | | |
| a) Total Amount of Labor Cost (cash): | \$ - | | | | | | |
| b) Materials & Services (direct costs) | \$ - | | | | | | |
| c) Approved Indirect Costs Allowed | \$ - | | | | | | |
| d) Total Eligible Expenses this Invoice | \$ - | | | | | | |
| e) Total Required Match this Invoice (10.27%) | | 0.1027 | | | | | |
| f) Required Local Match | \$ - | | | | | | |
| g) Cash Expenses this Invoice | \$ - | | | | | | |
| h) Less Required Cash Match | \$ - | | | | | | |
| Payment Request | \$ - | | | | | | |
| | Calculation Confirmation | | | | | | |
| | \$ - | 10.27% | \$ - | | | | |
| | | 89.73% | \$ - | | | | |
| | | | | | | | |

mary:
should equal payment
request













ATTACHMENT C: INCENTIVES TRACKING TEMPLATE










The Excel invoice template is available in ZoomGrants. Click the Invoice tab and click create a new invoice. The template can be found in the Invoice under Documents Requested.

| Donated | | | | | | | | | |
|------------------------------------|---|-------|-----------|------|-----------|-------------|------------|-----------|--------------|
| Item | From (keep a copy of the donation letter or email on file) | Value | Quantity | Used | Remaining | Total Value | Value used | | |
| Gift card | Acme, Inc. | \$25 | 8 | 6 | 2 | \$200 | \$150 | | |
| Women's Hat | Acme, Inc. | \$35 | 5 | 5 | 0 | \$175 | \$175 | | |
| Men's Hat | Acme, Inc. | \$30 | 6 | 3 | 3 | \$180 | \$90 | | |
| Bike light (front) | Acme, Inc. | \$50 | 6 | 3 | 3 | \$300 | \$150 | | |
| LED blinky lights | Acme, Inc. | \$3 | 15 | 0 | 15 | \$45 | \$0 | | |
| Reflective stickers | Acme, Inc. | \$1 | 20 | 20 | 0 | \$20 | \$20 | | |
| Reflective Lanyards | Acme, Inc. | \$3 | 6 | 0 | 6 | \$18 | \$0 | | |
| Water bottles | Acme, Inc. | \$3 | 100 | 50 | 50 | \$300 | \$150 | | |
| Merchandise of choosing | Acme, Inc. | \$150 | 1 | 0 | 1 | \$150 | \$0 | | |
| Patch kits | Acme, Inc. | \$3 | 25 | 3 | 22 | \$75 | \$9 | | |
| Bike levers | Acme, Inc. | \$3 | 25 | 3 | 22 | \$75 | \$9 | | |
| Purchased at a discount | | | | | | | | | |
| | From (keep a copy of the donation letter or email AND receipts on file) | Value | | | | | | Cost used | In-kind used |
| Gift card at 50% discount | Coffee Place | \$5 | 10 | 5 | 5 | \$50 | \$25 | \$12.50 | \$12.50 |
| Gift card at 25% discount | Sandwich Place | \$10 | 5 | 2 | 3 | \$50 | \$20 | \$15.00 | \$5.00 |
| Purchased | | | | | | | | | |
| | From (keep receipts) | Cost | | | | | | | |
| Gift card | Cool Stuff Emporium | \$10 | 10 | 5 | 5 | \$100 | | | |
| Gift card | Cool Stuff Emporium | \$15 | 1 | 1 | 0 | \$15 | | | |
| Discounts/Passes | | | | | | | | | |
| | From (keep copy of the offer) | | | | | | | | |
| 20% off purchase | | n/a | unlimited | | | | | | |
| 10% off purchase | | n/a | unlimited | | | | | | |
| \$20 driving credit for new users | | n/a | unlimited | | | | | | |
| \$35 driving credit | | n/a | unlimited | | | | | | |
| free membership (30 days) | | n/a | unlimited | | | | | | |
| 20% (must have paper coupon) | | n/a | 100 | 75 | 25 | | | | |
| Admission passes to employee store | | n/a | unlimited | | | | | | |

| Date Awarded | Name (first and last required) | Mailing address (optional) | Email address (optional) | Phone number (optional) | Incentive | Method |
|--------------|--------------------------------|----------------------------|--------------------------|-------------------------|------------------------------------|----------------------------------|
| 3/30/2015 | first last | | | | Women's Hat | Weekly Random |
| 4/6/2015 | first last | | | | Women's Hat | Weekly Random |
| 4/13/2015 | first last | | | | Men's Hat | Weekly Random |
| 4/20/2015 | first last | | | | Men's Hat | Weekly Random |
| 4/20/2015 | first last | | | | \$25 Giftcard | Monthly - Most Trips Logged |
| 4/20/2015 | first last | | | | \$25 Giftcard | Monthly - Most Calories Burned |
| 4/20/2015 | first last | | | | \$25 Giftcard | Monthly - Most Money Saved |
| 4/27/2015 | first last | | | | Women's Hat | Weekly Random |
| 5/4/2015 | first last | | | | Women's Hat | Weekly Random |
| 5/11/2015 | first last | | | | Men's Hat | Weekly Random |
| 5/18/2015 | first last | | | | Men's Hat | Weekly Random |
| 5/25/2015 | first last | | | | Pass | Weekly Random |
| 5/25/2015 | first last | | | | Bike Light, Patch Kit, Tire Levers | Monthly - Most Calories Burned |
| 5/25/2015 | first last | | | | Bike Light, Patch Kit, Tire Levers | Monthly - Most Bike Trips Logged |
| 5/25/2015 | first last | | | | Pass | Monthly - Most Trips Logged |
| 6/1/2015 | first last | | | | Reflective Stickers and Multi-tool | Weekly Random |
| 6/8/2015 | first last | | | | Reflective Stickers and Multi-tool | Weekly Random |
| 6/15/2015 | first last | | | | Reflective Stickers and Multi-tool | Weekly Random |
| 6/22/2015 | first last | | | | Giftcard | Weekly Random |

ATTACHMENT D: MULTIPLE ACCOUNT EVALUATION FRAMEWORK

| Data Collected | Indicator | Description | Result | 2018 RTO Strategy Performance Baseline | 2018 RTO Strategy Performance Target | |
|---|------------------------|---|--|--|--|--|
| ENVIRONMENT measures the enhancement and protection of the region's natural environment and progress towards reducing climate change. | | | | | | |
|  | Auto trips reduced | Emissions reductions | Reductions in pollutants that cause climate change and local environmental issues. | Tons or pounds of emissions reduced | -- | |
|  | Auto trips reduced | Annual gas savings | Reduction in non-renewable resources used. | Gallons and dollars saved | -- | |
| EQUITY and HEALTH measures the distribution and accessibility of equitable, affordable, and healthy travel options for people of color, low-income residents, seniors, youth, and people with disabilities. | | | | | | |
|  | Auto trips reduced | Combined transportation and housing savings | Savings from trips that are not drive alone, combined with known or average housing costs. | Dollars saved per household served | -- | |
|  | Demographics | Travel options improvements for historically marginalized communities | Increasing access to travel options for people of color, seniors, youth, people with disabilities, low-income residents, and/or Title 1 or equivalent schools. | Before and after for communities served, testimonials and/or descriptions | Identified barriers* and Percentage of investments focused on meeting equity goals* (Goal 2) | 3-5 barriers identified and reduced or removed Percentage increase over previous grant cycle* |
|  | Geographic description | | | | | |
|  | Active trips | Health improvements | Improvements to health from biking, walking, or using transit. | Percentage or number of active trips | -- | |
| ECONOMY measures improvements to the local economy from reduced congestion and parking demand, which impact accessibility to goods, services, and jobs. | | | | | | |
|  | Active trips | Improving access to jobs by travel options | Improving access to travel options with the purpose of, or resulting in, connecting people to jobs. | Before and after comparison for communities served and/or description of improvements made | -- | -- |
|  | Demographics | | | | | |
|  | Geographic description | | | | | |
|  | Auto trips reduced | Decreasing parking demand | Savings from reduced parking costs. | Dollars saved | -- | |
| EFFICIENCY measures how projects and programs leverage available resources, work with partners, and support regional policy by providing high quality, successful programs and services. | | | | | | |
|  | Auto trips reduced | Vehicle miles reduced | Reducing vehicle miles traveled annually. | Number of vehicle miles reduced | 47 million miles reduced per year (Goal 1) | Increase over previous grant cycle* |
|  | Auto trips reduced | Increasing non-drive alone mode share | Improving the share of non-drive-alone modes, for commute trips (including ECO and SRTS programs) and non-commute trips. | Percentage or number of non-drive-alone trips | 33.7% Non-SOV commute rate and SRTS Non-SOV rate* (Goal 1 and 3) | 40% Non-SOV commute rate and SRTS Non-SOV rate* |

| | | | | | | |
|--|-------------------------|-------------------------|--|--|--|--|
|  | Auto trips reduced | Cost effectiveness | Tracking cost of program or project and/or number of staff per capita compared to the measurable results achieved. | Average cost per vehicle mile reduced or participant or impression | Number of Travel Options Staff per capita* Number of SRTS Coordinators per capita* (Goal 2 and 3) | Increase over previous grant cycle* |
|  | Participants | | | | | |
|  | Impressions | | | | | |
|  | Partnership description | Leveraging resources | Leveraging investments, increasing collaboration, and aligning programs or projects with other regional partners. | List of partners, and/or overall project or program cost | 17 2017-2019 grantees Number of partners* (Goal 2) | Number of grantees* Number of partners* |
| ENGAGEMENT measures the level of engagement provided to the local community, including enabling residents to receive information about travel options and gathering feedback from community members. | | | | | | |
|  | Participants | Participation | People actively engaged in an RTO-funded program, service, or activity. | Number of participants | 250,000 commuters SRTS participants* (Goal 2 and 3) | Increase over previous grant cycle* |
|  | Impressions | Awareness | People exposed to messages or information about a program, service, or activity. | Number of impressions | Awareness of RTO and SRTS programs* (Goal 2 and 3) | Increase over previous grant cycle* |
| <i>Additional RTO Strategy performance measures and targets provide an incremental approach to track progress towards regional goals in addition to the indicators above. * indicates baseline or performance target to be collected in the upcoming program evaluation.</i> | | | | | | |
|  | Capability scores | Partner capability | Building RTO partner capability through grants and support | Average capability score | Baseline established in 2019-2022 cycle | Increase over baseline* |
|  | SRTS programs | SRTS expansion | Jurisdictions or school districts (not individual schools) with a formalized SRTS program | Number of formalized SRTS programs | 8 formalized SRTS programs (Goal 3) | All districts have access to coordinator (may not be housed at district) |
|  | Grant reporting | Performance measurement | Measure one or more indicators per project in context of project goals and funding | Percentage of grantees reporting on MAE indicators | 70% of grantees collect measurable data that addresses goals | 100% of grantees collect measurable data that addresses goals |